

## 2005 Rocky Mountain Conference Journal

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\*All procedures in Section 2 terminate in December of the next calendar year after the year of the Annual Conference Session that approved them, unless duly noted.

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### Rocky Mountain Conference Rules and Policies

#### Explanation

Editor's Note: This year's legislative actions of the Annual Conference are recorded in the "Daily Proceedings." Legislation, which was approved and adopted, is also included in the following section of "Rules and Policies." In the following document, prior and present actions of Annual Conference Sessions have established rules or policies for the Rocky Mountain Conference. What follows is the compilation of such rules and policies enacted since 1982. The version in the Journal is fourth edited version. Each year these rules and documents may be refined and improved by actions of the Annual Conference.

**Annual Conference Vision/Mission Statement** (source – 2004 Petition AC 11, Board of Stewards)

The Vision of the Rocky Mountain Conference of the United Methodist Church is to manifest the love and reign of God through vital worship, spiritual formation, and evangelism and to transform the society through social outreach and justice ministries.

The Mission of the Rocky Mountain Conference of The United Methodist Church is to participate in growing and sustaining local churches and spiritual communities as they attempt to fulfill their calling as Christians and United Methodists in the world.

**Effective Date: July 1, 2004**

**Termination Date: Permanent**

#### SECTION 1: RULES OF THE ANNUAL CONFERENCE SESSION

##### I. The Annual Conference Session

(source – action of the 2004 Annual Conference Session, same as 2001 Journal, pp. 209-220)

##### A. Parliamentary Rules

1. The Bishop or presiding officer shall decide all questions of order, subject to an appeal to the Conference. In case of such an appeal the question is not debatable, except that the presiding officer may state the grounds for the decision, and the appellant may state the ground for the appeal.
2. The presiding officer of the Conference shall appoint all committees, unless otherwise ordered by the Conference.
3. When any member is about to speak in debate or deliver any matter to the Conference, the member shall arise and respectfully address the presiding officer, but shall not proceed until recognized by the presiding officer. When a member desires to speak to a question or privilege, that member shall briefly state the question, but it shall not be in order for that member to proceed until the presiding officer shall have decided it to be a privileged question.
4. Debate on all issues shall be limited to three speeches for and three speeches against with a maximum presentation of three minutes each. No member shall speak more than twice on the same question, nor more than three minutes at one time, without leave of the Conference, nor shall any person speak more than once until every member choosing to speak within the allowed number of speeches shall have spoken. In addition, the presenter of the motion, or person designated by the presenter, shall be entitled to no more than three minutes to close the debate. It shall be the privilege of the presiding officer to request the following procedure for debate: to recognize alternately someone for and someone against the issue, and to recognize alternately

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lay and clergy members. It is suggested that interested, but non-voting persons outside the bar of the Conference, in both legislative committees and in plenary sessions, who nevertheless have a stake in the issues being discussed, occasionally be included in the rotation of speakers. Only a member has the right to make a motion and to vote.

5. It shall not be in order for a member immediately after discussing a pending question and before relinquishing the floor, to make a motion, which, if adopted, would limit or stop debate.
6. Resolutions and motions shall be written in triplicate and passed to the Conference Secretary.
7. All written reports and communications to the Conference shall be passed to the Conference Secretary.
8. When a motion is made and seconded or a resolution introduced and seconded, or a report presented or read by the Secretary and then stated by the presiding officer, it shall be deemed in possession of the Conference. The following motions are not debatable:
  - a. Fix the time to adjourn. Note: This motion is amendable.
  - b. Adjourn
  - c. Recess
  - d. Raise a question of privilege
  - e. Call for the order of the day
  - f. Lay on the table
  - g. Previous question
  - h. Limit or extend the limits of debate
  - i. Division of the assembly
  - j. Suspend the rules
  - k. Reconsider a non-debatable motion
  - l. Take from the table
9. No new motion or resolution shall be entered until the one under consideration has been disposed of, which may be done by adoption or rejection, but one or more of the following motions may be made, and they shall have precedence in the order in which they are given, namely:
  - a. Fix the time to which to adjourn
  - b. Adjourn
  - c. Recess
  - d. Lay on the table
  - e. Order the previous question
  - f. Postpone to a definite time
  - g. Commit (or refer)
  - h. Amend (by addition, deletion or substitution)
  - i. Postpone indefinitely

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10. A main motion may have only one primary amendment and one secondary amendment at any one time.
11. The motion "to move the previous question" is used to bring the assembly to an immediate vote on one or more pending questions. A two-thirds affirmative vote is required.
12. The motion to adjourn is not debatable, and shall always be in order except:
  - a. When a member has the floor;
  - b. When a question is put, or a vote is being taken or until decided;
  - c. When the question is pending on sustaining the demand for the previous question;
  - d. When the previous question has been called and sustained, and action under it is still pending;
  - e. When a motion to adjourn has been negative and no business has intervened.
13. When any motion or resolution shall have been acted upon by the Conference, it shall be in order for any member who voted with the prevailing side to move a reconsideration.
14. The final vote on the budget shall be by written ballot.
15. Every member who is within the bar of the Conference at the time a question is put shall vote, unless for special reasons, the member is excused by the Conference. No member shall be allowed to vote on any question who is not within the bar at the time when such question shall be put by the presiding officer, except by leave of the Conference, when such member has been necessarily absent.
16. These rules may be suspended at any time by a vote of two thirds of the members present and voting. Any rule not specifically covered will automatically be governed by Robert's Rules of Order, Newly Revised, 1990.

### B. General Rules

1. Conference Procedures
  - a. The Journal, after correction and approval of the presiding officer of the Conference, shall be the official record of the Conference. The Conference Secretary shall see that the Journal is annually published. Copies will be mailed no later than the first week of the third month following that conference year.
  - b. The Conference fiscal year shall be from January 1 to December 31. All reports from the charges to the Conference shall be mailed to the Officers of the Conference by the deadline required by the work.
  - c. No member shall absent herself or himself from the sessions of the Conference without permission. See ¶602.7 and ¶602.8, The Book of Discipline, 1996.
  - d. Pre-Conference reports shall be in the hands of the Conference Coordinator eight weeks in advance of the opening day of the Conference. Pre-Conference reports will be reproduced, and six weeks prior to the opening date of Annual Conference, will be sent to clergy, Diaconal ministers, lay members, youth members, the presiding Bishop, retired clergy, and clergy in special appointment. Pre-Conference reports will be presented to the Annual Conference first. Other reports will receive consideration only upon the vote of the Conference. Local

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church, sub-district and district Conferences shall provide an arena for discussion of Pre-Conference Reports and other vital issues using available resource persons to disseminate information, clarify issues, and register concerns with the members of the Annual Conference.

- e. All matters prepared by Annual and District Conferences, Boards and Agencies, local churches, or individuals for action at Annual Conference or General Conference or other outside agencies are to be submitted in petition form, via appropriate conference computer disk, or camera ready, to the Petitions Coordinator by, or postmarked by March 10.
  - 1) These petitions are to be included in the mailing of Conference members' packets.
  - 2) The form of any petition may be revised by the Conference Secretary and/or the Petitions Coordinator in consultation with the submitter prior to printing and distribution.
  - 3) Paragraph 610.2 of the 1996 Book of Discipline requires the Conference Council on Finance and Administration "To receive, consider, report, and make recommendations to the annual conference regarding the following, prior to final decision by the annual conference: (b) funding considerations related to any proposal that may come before the conference." To comply with this requirement, the Annual Conference Petitions Coordinator shall forward to the Director of Finance and Administration, for review and comments by the Council on Finance and Administration, a copy of each petition, which if adopted will require funding in the next year. Such petitions will be forwarded as soon as available and in no case later than two weeks before the deadline date for the mailing of Conference members' packets. A record of the action of the Council on Finance and Administration shall be made a part of the petition when it comes to a Legislative Committee of the Annual Conference. Action may involve:
    - a) Acceptance of the petition funding for inclusion in the Conference Budget proposed for the next year, or for addition to the Conference Budget if so directed by the Conference, or
    - b) Opposition to the funding, either as a whole or in part, with attached reasoning. Opposition shall not be construed as a veto of such funding.
  - 4) Any matter not processed as described above will require a two-thirds vote by members of the Conference to receive Annual Conference consideration during its current meeting. Late petitions will be considered by the next succeeding Annual Conference and not by the current Annual Conference, unless the Agenda Committee finds a compelling interest for consideration in the present year.
  - 5) The Petition Coordinator, the Chairperson of the Legislative Process, the Conference Parliamentarian, Conference Lay Leader, and the Chairperson of the Conference Agenda Committee or his/her representative shall constitute a Committee on Petition Coordination, chaired by the Petition Coordinator. The duty of this committee shall be to adopt appropriate parliamentary procedures and determine the order of presentation of related petitions, which should be introduced in concert at a Legislative Committee of the Annual Conference. Such related petitions may include:

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- a) Petitions in which one or more sections of one petition will amend or modify one or more sections of another petition if adopted; or
  - b) Petitions which have sections which overlap or duplicate each other, either in whole or in part, or which are opposite in action.
  - c) The committee shall have the authority, in consultation with the submitters of the petitions, to divide such related petitions if appropriate, or to make editorial changes in wording to one or more of the petitions to facilitate their joint consideration by the Annual Conference.
- f. Concerning reports being presented on the floor of the Annual Conference Session:
- 1) Conference groups having action items for Annual Conference consideration shall be given first priority by the Agenda Committee in arranging the schedule of the business sessions. Up to fifteen minutes shall be allowed for the initial presentation of such reports.
  - 2) At the discretion of the Agenda Committee, Conference groups not having action items to present to the Annual Conference will be allowed, as time permits, ten minutes for presentation to the Conference.
  - 3) Conference groups making presentations are asked to inform the Agenda Committee of the medium of presentation in order to assist the committee in planning an agenda that enhances the attention span of the members of the Conference.
  - 4) No report shall be read verbatim.
- g. During the Annual Conference session in which delegates to General and Jurisdictional Conferences are to be elected, endorsements for Clergy Delegates to such Conferences may be made from the floor at the Clergy Session and for Lay Delegates at the Laity Session. Prior to that session of the Annual Conference, district, sub-district and coalitions may also endorse Lay and Clergy delegates. Voting shall take place in the regular sessions of the Annual Conference, written and secret, with results reported as soon as possible. General Conference delegates shall be elected first. The first ballot shall be cast for the total number of delegates and balloting shall continue until the authorized number shall be elected. Balloting for delegates to Jurisdictional Conference, and reserve delegates, shall follow in a similar manner until the needed number have been elected. The first Clergy and Lay delegates shall be the Reserve delegates to General Conference. Delegate Election Tellers will not be members of the Annual Conference.
- h. A standing rules committee shall be responsible to review annually the Rocky Mountain Conference Rules of Order and Procedure, proposing such changes and additions as they deem necessary. The members of the rules committee shall be named in three classes. The Bishop shall appoint a committee of six members, consisting of three clergy and three laity (in three classes so that no more than one-third shall retire in any one year) to serve a three-year term, with a limitation of two consecutive terms. The Conference Secretary, the Conference Parliamentarian, Conference Lay Leader, and the Chairperson of the Legislative Process shall be ex-officio members.

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- i. All new propositions which require funding and which are presented for action at the Conference Session shall include the amount needed to fund such program or operation.
  - j. The effective date of all petitions shall be July 1 unless otherwise stated in the petition.
  - k. The Rocky Mountain Conference Rules of Order and Procedure as adopted by the most recent session of the Annual Conference shall remain in effect after the adjournment of that session of Annual Conference until rescinded or changed by subsequent sessions of the annual conference.
2. Policies and Procedures Regarding Equalization Of Lay and Clergy Membership (Lay Members-At-Large)
- a. The 1996 Book of Discipline directs that: "If the lay membership should number less than the clergy members of the Annual Conference, the Annual Conference shall, by its own formula, provide for the election of additional lay members to equalize lay and clergy membership of the Annual Conference." (Par. 30 Article I)
  - b. Rocky Mountain Conference guidelines and Procedures for equalizing lay and clergy membership:
    - 1) Lay persons of our Annual Conference who are members of General and/or Jurisdictional Conference Boards and Agencies and who are not lay members from local churches be counted as equalization lay members of the Annual Conference.
    - 2) Lay persons who are officers of the Annual Conference, members of the Board of Stewards, or chairs of the following Annual Conference boards, committees, and agencies who are not otherwise members of the Annual Conference be designated as lay equalization members of the Annual Conference on a year-by-year basis during their term of office:
      - a) Board of Higher Education and Campus Ministry
      - b) Council on Finance and Administration
      - c) Board of Pensions
      - d) Board of Trustees
      - e) Religion and Race
      - f) Status and Role of Women
      - g) Conference Nominating Committee
      - h) Board for a Racially Diverse & Inclusive Church
    - 3) Retired Diaconal Ministers be designated as lay equalization members of the Rocky Mountain Annual Conference.
    - 4) For each church not represented by a member to Annual Conference from multi-churches/fellowships of the charge there shall be an Annual Conference member designated as a lay equalization member for each church(es) other than the charge church lay member of the Rocky Mountain Annual Conference.
    - 5) Persons holding more than one office [2 (a,b)] shall be counted as a lay equalization member in only one category.

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- 6) That the balance of lay members to equalize lay and clergy membership be elected by (the) District (Sub-District) Conferences on a percentage of the number of local church members in each District (Sub-District) to the total number of members in the Conference. Each District (Sub-District) shall elect at least 20% of the equalization members to be youth (under the age of twenty-five at the time of Annual Conference Session); but the total of youth from each District (sub-District) can be more than, but shall not be less than two persons. The Episcopal Office, by February 1, will advise the District (Sub-District) Superintendents of the number of equalization lay members they are entitled to elect at their respective District (Sub-District) Conferences.
- c. Equalization lay members, unless designated to that position by virtue of an office or position held, are to be nominated by the District (sub-District) Nominating Committee, which shall receive names from the local churches. They shall be elected for a four-year term, without regard to quadrennium. It is recommended that members be elected to serve a maximum of two consecutive terms. That the District (Sub-District) Nominating Committee seek to be aware of persons involved in district and sub-district functions; with intentional regard to a balance of male, female, youth, young adult, persons with handicapping conditions, ethnic background and urban and rural congregations. Membership of equalization lay members shall be reviewed annually by the District (Sub-District) Nominating Committee in order to fill vacancies and replace inactive lay members based on their participation during the previous year.
- d. Equalization lay members shall attend Pre-Conference Orientation Sessions and the Annual Conference Session.
- e. Alternate Equalization Lay Members:
  - 1) Term: To be elected annually and in the same manner as Annual Conference equalization lay members.
  - 2) Duties: Attend Pre-Conference Orientation Sessions and the Annual Conference Session if representation is needed by the District (Sub-District).
- f. Costs of attending the Annual Conference session for those named above [2.(b)] shall be paid by their respective Board, Committee, Commission or Agency.
  - 1) Where an equalization lay member is a member of a church reporting a membership of 200 or more (the previous reporting year), it is recommended that the costs of registration, campus housing and campus meals (excluding banquets) be paid by the local church of which the person is a member.
  - 2) Where an equalization lay member is a member of a church reporting a membership of 200 or less (the previous reporting year) and where the District Superintendent considers it a hardship on that local church for costs of registration fees, campus housing and campus meals (excluding banquets), that local church may apply for reimbursement from a fund to be instituted by the Conference Council on Finance and Administration and administered by the Appointive Cabinet. There shall be no more than two equalization members funded from any one local church in a given year.
  - 3) In all cases mileage will be paid from the Annual Conference Travel Fund as per current policy.

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### C. Legislative Committees

1. There shall be Legislative Committees composed of Conference members, divided in approximately equal numbers of laity and clergy. Their task shall be to review, discuss, and act on any legislative petition to the Annual Conference that is assigned to the Committee. Official observers and those invited to present information, but who are not members of Annual Conference, may be permitted to participate in the discussion. Only a member of the committee to which the member has been assigned, has the right to make a motion and to vote.
2. Leadership of Legislative Committees shall include a chairperson, vice chairperson, secretary and parliamentarian.
3. The purpose and responsibility of a Legislative Committee is to provide to the Plenary Session one of the following three positions for each legislative petition assigned to it:
  - a. CONCURRENCE: Acceptance of a petition, with or without amendments, by at least 80% of members present and voting. Such a petition will proceed to a Consent Calendar for adoption (see paragraph 5 below).
  - b. NON-CONCURRENCE: Rejection of a petition, with or without amendments, by at least 80% of members present and voting. Such a petition will proceed to a Consent Calendar for adoption (see paragraph 5 below).
  - c. WITHOUT RECOMMENDATION: A petition [with or without amendments] lacks 80% concurrence or non-concurrence by a vote of those members present and voting. Such a petition will be placed on the agenda of a Plenary Session for action. The report on such petitions will include the count of votes "for" and "against" the petition.
  - d. AMENDMENTS. All amendments will be adopted by majority action of those members present and voting in a legislative committee. The amended petitions will be made available to conference members in written form, and substantive changes will be read, in Plenary Session, by the chairperson of the appropriate Legislative Committee.
4. The Legislative Committee shall not have the power to:
  - a. Initiate or propose legislative items to the Conference;
  - b. Voice or vote in the selection of General and Jurisdictional Conference delegates;
  - c. Review, consider or act upon the report of the Nominating Committee;
  - d. Conduct official business of Annual Conference agencies;
  - e. Take final action on the Conference budget.
5. Two Consent Calendars shall be presented to a Plenary Session of the Annual Conference. These calendars shall, between them, contain all petitions that received a vote of at least 80% in favor (concurrence), whether or not amended, or at least 80% against (non-concurrence), in their assigned Legislative Committee. Calendar A will consist of those "Internal" petitions, the action or outcome of which affects only the Rocky Mountain Annual Conference, and will require approval by a majority of members present and voting to complete action. Calendar B will consist of those "External" petitions, the action or outcome of which refers to General Conference or affects non-conference entities outside of the Rocky Mountain Conference, and will

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require approval by 80% of members present and voting to complete action. All petitions which have not been voted "concurrence" or "non-concurrence" shall be referred to a Plenary Session.

Individual petitions that have been placed upon the Consent Calendars may be removed from the calendars by a motion from the floor of the Conference for such action, a second, and support by at least one-third of those members present and voting.

6. All petitions coming before a Plenary Session may be debated, amended, referred to committee, or postponed to a later session of the same Conference, following normal parliamentary procedures. Amendments and corrections made in a Legislative Committee will be included as part of the petition when it is presented to a Plenary Session for action. Final action on all petitions which affect the Annual Conference, including all local churches, and any board, agency or committee of the Conference, will require a majority vote in favor in order to be adopted as final action of the Conference. A petition which affects any group or activity outside of the Annual Conference will require a vote of at least 80% in favor in order to be adopted. An opportunity will be given to the presenters of those petitions that do not receive 80% approval to present their petitions, outside of the meeting room, for individual signatures.
7. Definitions:
  - a. Legislative Committee- A gathering of approximately 100-200 conference members meeting to consider petitions coming before the Annual Conference.
  - b. Plenary Session - The total Annual Conference membership meeting as one body to conduct the business of the Conference.
  - c. Consensus - Agreement, by members of a Legislative Committee and in Plenary Session, of at least 80% of those members present and voting for or against a petition, whether or not amended.
  - d. Abstention - The number of those members who choose not to vote may be noted, but this number is NOT counted in arriving at percentage totals for the vote. All members of Legislative Committees are encouraged to vote their conscience.
  - e. Consent Calendar - A method, adopted by Robert's Rules of Order, Newly Revised, to deal with a large number of routine matters in a timely manner. The items on the Consent Calendar shall be considered as one, without debate or amendment. Individual items (petitions) may be removed in perfecting the Consent Calendar before the vote on its adoption is taken (see paragraph 5 above).
  - f. Parliamentary Procedure - The Parliamentary Rules, as stated in Section I, of these Conference Rules, will be followed in all Legislative Committee and Plenary Sessions, except where otherwise indicated.

### D. Election of Lay Delegates to General and Jurisdictional Conferences

1. Eligibility: ¶34. Article V. The Constitution. The Book of Discipline of the United Methodist Church, 1996.

"The lay delegates to the General and Jurisdictional or central Conferences shall be elected by the lay members of the annual conference or provisional annual

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conference without regard to age; provided such delegates shall have been members of The United Methodist Church for at least two years next preceding their election, and shall have been active participants in The United Methodist Church for at least four years next preceding their election, and are members thereof within the annual conference electing them at the time of holding the General and jurisdictional or central conferences."

### 2. Nominations

- a. Each nominee wishing to be included in pre-conference and annual conference introductions shall submit his/her candidacy on the form approved by the Rules Committee and provided by the Board of Lay Ministry. No other form will be permitted. Instructions on the form must be followed.
- b. All nomination forms must be received or postmarked by the same deadline as set for petitions by the Annual Conference. This date ensures that a complete packet of resumes will be included in the pre-conference mailing to all annual conference lay members. No late nomination forms will be accepted.
- c. Nominations will be accepted from the floor during a plenary session of annual conference prior to the commencement of any balloting. The consent of such nominees must be obtained in writing on the form provided in (1) above. Such nominees shall not be eligible to participate in introductory speeches or campaign activities.
- d. Write-ins shall be permitted on the ballot, as long as that individual has not formally withdrawn his/her name.

### 3. Jurisdictional delegates

A layperson may choose to be nominated only as a jurisdictional delegate. This shall be noted on the nomination form. Persons choosing to be nominated only as jurisdictional delegates shall have their names added to the election ballot after the completion of the election of General Conference lay delegates.

### 4. Withdrawal from the ballot

Any nominee who withdraws from the election of General and Jurisdictional delegates shall not be re-nominated during the remainder of the election. Votes cast for a person who has withdrawn will be invalid, but will not invalidate the rest of the ballot.

### 5. Introduction and Campaigns

- a. All nominees who have proceeded through the process as outlined above by the Board of Lay Ministry will be introduced during the Laity Session. The form of introduction will be determined by the Board of Lay Ministry. In the event the presiding officer (of laity session) is a nominee, another lay member will be asked to preside.
- b. The Board of Lay Ministry will provide common identification for each nominee to be worn during the Annual Conference.
- c. There shall be no public display of support for nominees in the form of posters, buttons, banners, printed flyers, pre-conference mailings, etc., prior to and during the Annual Conference.

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### E. Nominating Rules

1. The purpose of the Conference Nominating Committee is to assist the conference in the selection of members for the council, boards and agencies, to include conference standing committees and commissions. Paragraph 607, 1996 Book of Discipline. The Conference Nominating committee shall nominate and the Annual Conference elect such bodies and officers as are required by the current Discipline, by these rules, and by the Structure Plan.
2. Tenure - a person shall not hold office on the same conference board, council, commission, or other conference agency for more than eight years unless an interval of at least four years intervenes (except the Board of Ordained Ministry, which is set as a maximum of three consecutive four-year terms). The term for conference officers is set by the Book of Discipline. Council, boards, commissions, and other agencies may set tenure limitations for periods less than eight years. A person may serve a third (four years) term for mission reasons with approval of the Nomination Committee.
3. A person shall not be elected a member of more than one of the following organizational units of the conference at any given time:\*

Board of Stewards, Board of Pensions, Committee on Nominations,  
Board of Ordained Ministry, Board of Trustees, Board of Lay Ministry,  
Council on Finance and Administration

*\* This applies only to persons elected to be a member of one of the organizational units. This rule shall not apply to persons who are ex-officio members of one of the organizational units or those who are members of an organizational unit by virtue of that office.*

4. Performance of members of boards, councils, commissions, or agencies: The Nominating Committee shall contact the chairperson of each board and agency annually, before it begins its work, to inquire concerning the participation of persons related thereto. When an agency of the conference considers a person inactive, it shall recommend the Nominating Committee review the matter and determine whether a vacancy exists.
5. Representation of clergy, laymen, laywomen, youth, racial, ethnic, and rural groups: The Nominating Committee will prepare nominations which will encourage equitable representation of clergy, laymen, laywomen, youth, racial and ethnic groups in all agencies of the conference. The Nominating Committee shall actively strive for representation from small town and rural churches from across the annual conference.
6. The Conference Nominating Committee seeks to be aware of persons with handicapping conditions and seeks to nominate them for responsible leadership when appropriate.
7. Agencies of the Conference, which elect their own officers and/or membership, are asked to submit their names to the Conference Nominating Committee and the Conference Secretary as soon as these elections (or vacancies) occur.
8. A single slate of officers shall be nominated by the Nominating Committee for election by the Annual Conference, and nominations, where appropriate, shall be invited from the floor of the conference.
9. Where district representation is mandated, a position shall be declared vacant when a person moves from the district in which he/she was elected. Further, the vacated

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position shall be filled by a person elected from the district where the vacancy occurred.

10. When a position is declared vacant, the chairperson of the committee, board, agency, or commission shall notify the chairperson of the Conference Nominating Committee. The person elected or designated to fill the position shall serve for the unexpired term. This shall count as the first full term.
11. When a chairperson moves from the district in which he/she was elected he/she may be permitted to continue in that office until the present term expires. The vacated position shall be filled according to normal procedures.
12. The Conference Committee on Nominations affirms as policy the eligibility of retired clergy to continue in elected positions in the same manner of retired laypersons, except as The Book Discipline may prohibit.

### F. Nominations for Episcopal Elections (2005 Petition AC11, Journal page 365)

1. Deciding whether to participate in the nominating process
  - a. In the calendar year proceeding the year in which the Jurisdictional Conference meets, the Annual Conference shall ballot on this question: "Shall the Annual Conference Secretary distribute forms for the nomination of Episcopal candidates to the lay and clergy members of next year's Annual Conference, provided there is to be an Episcopal election?" A majority of the valid ballots cast shall be sufficient to instruct the Conference Secretary.
  - b. If the Annual conference votes affirmatively on this question, but there is doubt as to whether there will be an Episcopal election, the Conference Secretary shall ask for the opinion of the Jurisdictional College of Bishops. If, in the judgment of the College of Bishops, it is likely there will be an Episcopal election, the Conference Secretary shall distribute the forms.
  - c. If the forms are not distributed, it is presumed the Annual Conference will not name nominees for the Episcopacy the following Session, and a statement to that effect will be shared in Conference communications vehicles.
2. Developing an Annual Conference ballot
  - a. If forms are to be distributed, the Conference Secretary shall distribute them by mail and through all Conference communication vehicles and shall contain at least the following: "Each current lay and clergy member of the Annual Conference is invited to list up to three elders for the Annual Conference to nominate for Episcopal election. All elders who are full members of any Conference are eligible for nomination. Names must be received by the Conference Secretary no later than April 15. Those submitting names shall sign the form identifying the local church or group by which they are elected as members of the Conference."
  - b. The Conference Secretary shall prepare a preliminary alphabetical list using the forms received, including the name, age, sex, ethnic background, conference membership and complete service record of elders named by twenty-five or more members of the Annual Conference. The Conference Secretary shall contact all potential nominees, to secure their willingness to be listed on the ballot. A list of willing nominees shall be published on the Conference Web Site, through Conference communications vehicles, and in the Annual Conference packet, and reported to members of the Conference during the opening session.

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- c. Up to the beginning of the setting of the bar during the opening session of the 2008 Annual Conference session, names may be added by petitions bearing the signature of twenty-five or more members of the Annual Conference and a signed statement of willingness of the potential nominee.
3. Pre-Balloting Procedure
    - a. The process for Episcopal election shall be explained to the full Conference session before the balloting begins. The explanation shall be by the head of the most recently elected Jurisdictional Conference delegation or his or her designee and shall include the processes of the annual conference and the Jurisdictional Conference Episcopal elections and the effect of expected retirements on the Western Jurisdictional College of Bishops. Members from the floor shall be invited to ask questions or make points of information in accordance with the rules of the conference.
    - b. Each nominee or representative of a nominee shall be given time, not to exceed five (5) minutes, to describe his or her vision for The United Methodist Church before the full Conference session.
    - c. The full Conference session shall join in prayer before each balloting.
  4. Selection of nominees
    - a. On every ballot, each member of the Annual Conference may vote for one clergy on the list. The Bishop shall report the results. Any elder receiving a majority of valid ballots shall become a nominee of this Annual Conference for Episcopal election by the Jurisdictional Conference. Those not receiving twenty-five or more votes shall not be listed on future ballots.
    - b. After the results of each ballot are announced, the Annual Conference shall vote on the following question before balloting again: "Shall the Annual Conference continue to ballot in order to nominate elders for Episcopal election?" Balloting shall continue if a majority supports it.
    - c. When the process is completed, the Conference Secretary shall notify the Jurisdictional Conference Secretary of the results.

**Effective Date: Immediate**

**Termination Date: Permanent**

### **G. Election of the Conference Lay Leader** (source - 2004 Petition AC15, 2004 Journal page 360)

The election process is as follows:

1. Eligibility: The lay leader candidates shall be elected by the lay members of the annual conference without regard to age; provided candidates shall have been members of the United Methodist Church for at least two years next preceding their election, and shall have been active participants in The United Methodist Church for at least four years next preceding their election, and are members thereof within the annual conference electing them.
2. Term: The Conference Lay Leader shall be elected in the same year as General Conference for a four-year term. They may be re-elected one time for a total of eight consecutive years. The initial election under this process shall be in 2005 but after that it shall be held on the same year as the General Conference.

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3. Requirements: A candidate must be confident that he/she can perform the responsibilities described in the Book of Discipline and set forth as follows:

“Par. 603.9.a) The conference lay leader is the elected leader of conference laity. The lay leader will have responsibility for fostering awareness of the role of the laity both with the congregation and through their ministries in the home, workplace, community, and world in achieving the mission of the Church and for enabling and supporting lay participation in the planning and decision-making processes of the annual conference, district, and local church in cooperation with the bishop, district superintendents, and pastors. The lay leader shall be a member of the annual conference, the conference council on ministries, the conference committee on nominations, the conference committee on episcopacy, the executive committee, if any, of the conference council on ministries; and the committee planning annual conference sessions; and may be designated by virtue of office to membership on any conference agency by the annual conference.”

“Par. 603.9.b) The conference lay leader shall be the chairperson of the conference board of laity, or its equivalent, and shall relate to the organized lay groups in the conference such as Lay Speaking Ministries, United Methodist Men, United Methodist Women, and United Methodist Youth and support their work and help them coordinate their activities. The conference lay leader shall also have the general responsibility in : (1) developing the advocacy role for the laity in the life of the Church; (2) increasing participation of the laity in the sessions and structure of the annual conference; and (3) encouraging layperson in the general ministry of the Church.”

4. Candidacy:
  - a. Each candidate wishing to be included in pre-conference and annual conference introductions shall submit his/her candidacy on the form attached hereto. No other form will be accepted.
  - b. All candidate forms must be received or postmarked by the same deadline as set for petitions by the Annual Conference. This date ensures that a complete packet of resumes will be included in the pre-conference mailing to all annual conference lay members. No late candidate forms will be accepted.
5. Withdrawal from the ballot: Any candidate who withdraws from the election of Conference Lay Leader shall not be re-instated as a candidate during the remainder of the election.
6. Introductions and Campaigns:
  - a. All candidates who have proceeded through the process as outlined above will be introduced during the Laity Session. The form of introduction will be determined by the Board of Lay Ministry. In the event the presiding officer (of the laity session) is a nominee, another lay member will be asked to preside.
  - b. There shall be no public display of support for candidates in the form of posters, buttons, banners, printed flyers, pre-conference mailing, etc. prior to and during the annual conference.
7. The Conference Lay Leader selected at the Laity Session will be included in the Conference Nominating Committee Report to the Annual Conference Session.

**Effective Date: July 1, 2004**

**Termination Date: Permanent**

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### H. An Educational Event (source - 1987 Petition 221 AC, 1987 Journal page 181)

An Educational Event is to be included in the agenda of the Annual Conference Session when feasible, to be determined by the Annual Conference Program and Arrangements Committee.

### I. Child Care (source - 1994 Petition 621, Journal page 214)

Childcare, which meets the standards of the state in which the sessions are held, shall be provided for all sessions of the Rocky Mountain Annual Conference. Such childcare also should conform to the appropriate Rocky Mountain Annual Conference Policies and Procedures.

### J. Local Pastors (source - 1995 Petition AC22, 1995 Journal page 186)

Beginning with the 1996 Annual Conference, there will be a consecration service for licensed local pastors, to be planned by the Program and Arrangements Committee.

## SECTION 2: ANNUAL CONFERENCE OPERATING PROCEDURES \*

### I. Clergy matters

#### A. Standards for Ordained Ministry (source - 1995 Petition AC-25, 1995 Journal page 187)

In our quest for quality, the Board of Ordained Ministry (or other appropriate body) shall present to the Clergy of the Rocky Mountain Annual Conference once a quadrennium, a refresher course of the Standards for Ordained Ministry, of the vows made at their ordination, of their job description and Chargeable Offenses as given in the current Book of Discipline. As part of the refresher course, clergy will be provided resources for motivating the laity to renew their vows of membership.

#### B. Study Leave/Vacation/Sick Leave (source - 2002 Petition AC-05)

1. Full time pastors, to continue their education, should be allowed study leave of at least one week each year and at least one month each quadrennium (§349.2, 2000 Book of Discipline). Such study leave shall not be considered vacation.
2. Full time pastors should be allowed 30 days vacation each year. Local churches are encouraged to discuss vacations with their pastor(s), particularly during their first year or re-appointment.
3. Sick Leave  
The policy for sick leave for clergy is at the discretion of the local church in consultation with the district superintendent.

#### C. Family Leave (source - 2003 Petition AC-06)

1. The Council on Finance and Administration shall establish a discretionary fund for the purpose of Family Leave for pulpit and pastoral supply.
2. The Council on Finance and Administration, upon recommendation of the Cabinet, shall be authorized to dispense monies from said fund to assist churches which incur unanticipated costs arising from absence of the appointed clergy for the term of his or her paid leave (eight weeks maximum).
3. The Council on Finance and Administration has the responsibility to establish guidelines for the use of this fund in consultation with the Cabinet.

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4. The Council on Finance and Administration, upon recommendation of the Cabinet, is authorized to dispense monies from this fund to assist local churches in accordance with the guidelines established. Furthermore, the Council on Finance and Administration will replenish the fund balance if and when appropriate.
5. Suggested Guidelines
  - a. The Family Leave discretionary fund exists to assist local churches fund costs directly related to providing interim pastoral leadership due to a pastor's Family Leave as defined in ¶353 of the 2000 Book of Discipline. Normally, such assistance will provide only partial funding of the total costs involved.
  - b. Upon notification of desired Family Leave 90 days prior to its beginning (¶353.1), the Cabinet shall notify the Council on Finance and Administration. This notification shall include a recommended sum to be paid, a payment schedule, a time period for payment, and shall specify any other considerations regarding payment to a local church to assist with the cost of providing interim pastoral leadership due to a pastor's leave.
  - c. The Council on Finance and Administration Executive Committee may act upon a recommendation between meetings of the Council on Finance and Administration provided that such action be reported to the next CFA meeting.

### **D. Commission on Equitable Compensation Annual Recommendations (2005 Petition AC 06, Journal Page 357)**

Approval of Minimum Base Compensation, Parsonage/Housing Provision, Ministerial Pension Plan, Reimbursable Expenses, Student Salary and Support, Parsonage Standards, Study Leave, Vacation and Sick Leave, and Interim Funding for Family Leave.

#### 1. Minimum Base Compensation

- a. The Rocky Mountain Conference Minimum Base Compensation for clergy [Elders, Deacons, Probationers, and Local Pastors] who are in good standing and appointed to full-time service in the local church according to the provisions of the 2004 Book of Discipline will be \$27,693, effective January 1, 2006. These minimum compensations are 59% of the 2006 Conference Average Compensation (CAC) of \$46,937, respectively.
- b. For clergy who are in good standing and appointed to less than full-time service in the local church, the Minimum Base Compensation shall be adjusted in one-quarter increments.

#### 2. Parsonage/Housing Allowance

- a. The church shall provide either a parsonage or a housing allowance, based on a reasonable local market value.
- b. For pension purposes, the parsonage allowance is based on 25% of the pastor's gross cash salary for 2006.

#### 3. Ministerial Pension Plan

The Ministerial Pension Plan (MPP) is 11% of the lesser of: the Denominational Average Compensation (DAC). [The DAC for 2006 is \$52,382]; or the clergy's actual compensation plus parsonage/housing allowance. MPP for Ordained Deacons is 12%.

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### 4. Reimbursable Expenses and Additional Support Items

- a. Utilities will be paid by the local church if a parsonage is provided. Actual costs of utilities should be considered if housing allowance is provided in accordance with Annual Conference action.
- b. The payment of Continuing Education expenses should be agreed upon by the local church and clergy.
- c. Auto transportation allowance at the 2006 IRS Business Rate for actual vouchered mileage is recommended.
- d. Professional expenses of the clergy, or actual costs of ministry, are recommended to be reimbursed by voucher.
- e. The premium payments for the Health and Medical Expense Program as established by the Conference Board of Pensions and Health Benefits of the United Methodist Church are to be paid in accordance with Annual Conference action.

### 5. Student Salary and Support

- a. Student local pastors as defined in ¶318.3 of the 2004 Book of Discipline, under appointment are to receive base compensation, prorated for less than full time work as agreed between the local church, the student pastor, and the district superintendent. Professional expenses of the student or the actual costs incurred while working at the church are recommended to be reimbursed by voucher.
- b. Student pastors are to be reimbursed, by voucher, at the 2006 IRS Business Rate for travel expenses. (Maximum amount may be established by the church after consultation with the student pastor and the district superintendent.)

### 6. Parsonage Standards

Parsonage standards are to be reviewed regularly by each local church. If and when changes are made to the present parsonage or a new parsonage is provided these standards are to be followed to the extent possible. Parsonage standards can be found in the 2001 Rocky Mountain Conference Journal (AC-11-D, Pages 266-274) An addition to these Parsonage Standards is I.B.1.10.e) Internet should be provided with at least one jack.

### 7. Study Leave/Vacation

- a. Full time pastors, to continue their education, should be allowed study leave of at least one week each year and at least one month each quadrennium (¶351.2, 2004 Book of Discipline). Such study leave shall not be considered vacation.
- b. Full time pastors should be allowed one-month vacation each year. Local churches are encouraged to discuss vacations with their pastor(s), particularly during their first year of re-appointment.
- c. Full-time pastors (after 6 [six] years in the same appointment) be allowed up to 6 [six] months formation and spiritual growth leave. (2004 Book of Discipline ¶351.3)

### 8. Sick Leave

The policy for sick leave for clergy is at the discretion of the local church in consultation with the district superintendent.

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9. Family Leave
  - a. The Council on Finance and Administration shall establish a discretionary fund for the purpose of Family Leave, pulpit and pastoral supply.
  - b. The Council on Finance and Administration, upon recommendation of the Cabinet, shall be authorized to dispense monies from said fund to assist churches which incur unanticipated costs arising from absence of the appointed clergy for the term of his or her paid leave (eight weeks maximum).
  - c. The Council on Finance and Administration has the responsibility to establish guidelines for the use of this fund in consultation with the Cabinet.
  - d. The Council on Finance and Administration, upon recommendation of the Cabinet, is authorized to dispense monies from this fund to assist local churches in accordance with the guidelines established. Furthermore, the Council on Finance and Administration will replenish the fund balance if and when appropriate.
  - e. Suggested Guidelines
    - 1) The Family Leave discretionary fund exists to assist local churches fund costs directly related to providing interim pastoral leadership due to a pastor's Family Leave as defined in ¶355 of the 2004 Book of Discipline. Normally, such assistance will provide only partial funding of the total costs involved.
    - 2) Upon notification of desired Family Leave 90 days prior to its beginning (2004 Book of Discipline ¶355.1), the Cabinet shall notify the Council on Finance and Administration. This notification shall include a recommended sum to be paid, a payment schedule, a time period for payment, and specify any other considerations regarding payment to a local church to assist with the cost of providing interim pastoral leadership due to a pastor's leave.
    - 3) The Council on Finance and Administration Executive Committee may act upon a recommendation between meetings of the Council on Finance and Administration provided that such action be reported to the next CFA meeting.

**Effective Date: January 1, 2006**

**Termination Date: December 31, 2006**

### **E. PARSONAGE STANDARDS** (source - 2001 Petition AC-11-D, pages 266-274, 2001 Journal)

#### 1. Minimum Standards for Clergy Parsonages/housing

A very important part of the clergy compensation package is that of housing. The Commission on Equitable Compensation recommends that every charge provide either a parsonage that meets the following minimum requirements, or a housing allowance that will enable the rental or purchase of a suitable equivalent, for full-time and part-time clergy staff, unless a special exception is negotiated with the local church and conference by the District Superintendent.

- a. Responsibility for clergy housing
  - 1) Ultimate responsibility for clergy housing lies with the Church Council. (See paragraphs 251.4.e, 2000 Book of Discipline.)

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- 2) The church council may delegate administrative responsibility for clergy housing to the committee on pastor-parish relations (staff-parish relations) or a pastoral advisory committee. (See paragraph 258.2, 2000 Book of Discipline.)
  - 3) If a housing allowance is provided, it should be reviewed annually by the Pastor-Parish Committee and provision made for an adequate allowance equal to a fair rental value for providing suitable housing and utilities in a specific geographical area.
  - 4) If a Parsonage Committee is established, membership may be appointed by the church council or be nominated by the Committee on Lay Leadership and elected by the charge conference. (See paragraph 246.16 and 246.17, 1996 Book of Discipline.) Rotation of members is advised.
  - 5) If a Parsonage Committee is established, it is recommended that its membership be:
    - a) one trustee (selected by the Board of Trustees)
    - b) one member from the Pastor-Parish Relations Committee
    - c) three members at large
    - d) the Pastor's spouse
    - e) the Pastor

Where there is more than one church on a charge, then the members at large and the Pastor-Parish Relations Committee and Trustees representation should reflect members from each of the churches.
  - 6) The Parsonage Committee should meet at least twice a year and shall report to the charge conference on the forms provided by the annual conference.
  - 7) Responsibilities of the Parsonage Committee shall include:
    - a) Cooperate with the Pastor-Parish Relations Committee in sensitizing the congregation to the fact that the parsonage is a part of the clergy compensation and should be considered as the private home of the parsonage family.
    - b) Follow the Parsonage Maintenance guidelines for a yearly checklist. (See II.F.6.b.1)
    - c) Follow the Parsonage Maintenance guidelines "When There Is A Change in Pastors" (See II.F.6.b.2)
    - d) Assure that all budget requests pertaining to the parsonage are submitted to the Finance Committee for recommendation to the Church Council.
  - 8) In the absence of a Parsonage Committee, the duties and functions described in the "Clergy Housing Policies and Standards" guidelines shall belong to the Pastor-Parish Relations Committee.
- b. Minimum Parsonage/Housing Standards
- If a parsonage is provided, it should be an adequate, comfortable and structurally sound home for the pastor and family built according to local building codes.

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### 1) Recommendations Relating to Parsonage Planning/Size of Rooms/Furnishings

#### a) Location-Items to be considered:

- (1) Is, or will the location be conducive to good living on the part of the parsonage family and equivalent to the average family home of the area?
- (2) Is, or will the location be in convenient relationship to shopping areas, schools, and recreation and in an area conducive to property value appreciation?
- (3) Location should not be such as to conceivably be a hindrance to future growth of the church plant and should be convenient to the ministry community that the church serves.
- (4) While some parsonages are located next door to the church, the goal of the church should be to insure the privacy of the parsonage family. If there is to be a change in the parsonage location, it ought not be next to the church.

#### b) The overall square footage should be at least 1600 square feet. The following are the standards recommended by the Board of Architecture, National Division, Board of Global Ministries as "good" for room sizes in parsonage housing:

- |                        |             |
|------------------------|-------------|
| (1) Living Room        | 280 sq. ft. |
| (2) Kitchen            | 140 sq. ft. |
| (3) Bedrooms           | 180 sq. ft. |
| (4) Study              | 96 sq. ft.  |
| (5) Family room or den | 252 sq. ft. |

#### c) House/Parsonage/Size of Rooms/Arrangement

- (1) Bedrooms:  
There should be a minimum of three bedrooms, each of adequate size and allowing for privacy.
- (2) Closets:  
Adequate closet space should be provided.
- (3) Bathrooms:  
One and three fourths bathrooms are considered essential.
- (4) Study:
  - (a) A pastor's study, (in addition to the three bedrooms) is desirable. The pastor's study in the parsonage is not to be utilized for counseling, nor is it to take the place of an office in the church or in some other facility outside the parsonage.
  - (b) It is desirable that the study be located so that it can be protected from family and kitchen noises.
- (5) Kitchen and laundry space
  - (a) There should be adequate kitchen and laundry space.

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- (b) There should be adequate electrical outlets.
  - (6) Living area:
    - (a) The parsonage is to be considered as home for the pastor and his/her family. A living room should be large enough so that entertaining or dining is possible.
    - (b) Where possible, there should be an area where the family can "be at ease" whether it is a kitchen-family room, a den, or a recreation room.
  - (7) Closets and storage: Considering the fact that pastors acquire equipment and personal possessions not always usable in the present appointment and the possession of equipment not normally found in the average home, the need of average or more than average closet and storage space is recommended.
  - (8) Heating and cooling: Adequate provision for these should be made in relationship to the area and the climate. Adequate insulation and storm windows should be installed where required for energy conservation.
  - (9) Home grounds:
    - (a) All permanent planting should be the responsibility of the church and planned by a landscape architect whenever possible.
    - (b) Landscaping and exterior care of the parsonage should be such as to be a credit to the church in the community. (Section II A #8 & 9)
    - (c) An outdoor patio area and recreational space are useful additions.
  - (10) Miscellaneous:
    - (a) Adequate shelter sufficient to house two cars should be provided. Minimum requirement is a garage suitable to house one car.
    - (b) Because the need for a type of TV antenna or basic cable varies with location, it is suggested that the church provide an adequate antenna or basic cable for the area.
    - (c) One telephone should be provided with jacks installed for additional phones in the master bedroom, study, family room or where most convenient.
    - (d) Smoke alarms, fire extinguishers and safety ladders should be present.
- c. Basic Parsonage Furnishings and Equipment

It shall be the responsibility of the local church to furnish the parsonage with basic furnishings as listed below of good quality and to maintain them in good condition or replace when necessary. It is recommended that all furniture for the parsonage be purchased new.

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- 1) Bedrooms  
Rugs or carpets and window coverings. Furnishings for all bedrooms shall be the responsibility of the parsonage family.
  - 2) Study  
Carpets and draperies. It is recommended that the study include the following: desk, comfortable chair, filing cabinet, telephone, bookshelves, and typewriter, word processor, or computer. The room should have adequate light and storage.
  - 3) Kitchen and laundry  
Range and oven, refrigerator/freezer, automatic washing machine and dryer, dishwasher, sink with garbage disposal where possible, and water conditioner where needed or required.
  - 4) Carbon monoxide detectors should be present and there should be grounded wiring throughout the parsonage, with ground fault protectors in the bathrooms.
- d. Regarding Duplication of Furnishings and Equipment
- Where the church provides mutually acceptable furnishings as outlined above, but the pastor prefers to use his or her own, the pastor shall arrange for the storage of the parsonage furniture in cooperation with the parsonage committee.
- e. Joint Responsibility
- 1) It should be remembered that a home expresses character and that the condition of the parsonage reflects on the relations of the clergy family and the church. Happy is the pastor who can be proud of his/her church for the kind of parsonage provided for them as good stewards. The church is encouraged to choose neutral colors for drapes, carpeting, furnishings, and so on when considering the decor of the parsonage. The tastes of the parsonage family should also be considered in choosing colors, furnishings and appliances. Clergy and families living in a church-owned parsonage are expected to maintain the parsonage in conditions of reasonable cleanliness and repair, avoiding the necessity of extensive cleaning or repair upon the change of pastors.
  - 2) When a pastor moves out of a parsonage, the Board of Trustees, upon recommendation of the chairperson of the S/PPR, may elect to withhold the pastor's final check, for a period not to exceed 10 days, and deduct from that paycheck (1) the cost of necessary repairs and replacement for any breakage or damage which exceeds normal wear and tear or (2) the cost of cleaning, if the parsonage is not left "broom clean" and ready for the next occupant. The amount of the paycheck exceeding those costs shall be sent to the pastor within 10 days of his/her last day of appointment to the church. At the same time, the church shall provide to the pastor and the pastor's District Superintendent, a detailed accounting of the use of the funds. In the event there is a dispute between the pastor and the church concerning the amount needed for repairs, breakage, or cleaning, the District Superintendent or a third party, agreed upon by both the church and the pastor, shall mediate the dispute. The decision of the District Superintendent or the mediator shall be final.

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### 3) Options:

While it is advocated that these parsonage guidelines, as outlined above, be followed, the need is recognized for options in specific situations as mutually agreed upon by the pastor and the Parsonage Committee, in consultation with the district superintendent.

### f. Parsonage Maintenance Guidelines

#### 1) Yearly Checklist for the Parsonage Committee

- a) Cooperate with the Pastor-Parish Relations Committee in the annual review of the parsonage: "The chairperson of the Pastor-Parish Relations Committee, the chairperson of trustees, and pastor shall make an annual review of the church-owned parsonage to assure proper maintenance." 2000 Book of Discipline, paragraph 2532.4.
- b) The parsonage committee should initiate replacing furniture, appliances, curtains, carpets, etc., when they can see it is needed rather than the family having to ask. However, the family should ask if this is not done. When things are to be replaced, the parsonage family should make selections in consultation with the Parsonage Committee. Furnishings should have a budget line. An inventory of the parsonage with annotated condition of things should be done yearly.
- c) An inventory of furniture and appliances with original cost and expected life span should be maintained. An item in the church budget should provide funds each year on an accumulating basis to replace items as they are worn out.
- d) Emergency maintenance and repairs: An emergency fund (suggested minimum of \$100) should be available as an amount that could be spent without consultation with the committee in order to allow the parsonage family to deal with emergency repairs.
- e) The exterior of the house should be inspected to see that it is properly maintained (paint, roof, etc.) in order to avoid costly repairs. Exterior painting, repairs, and roof maintenance should be the responsibility of the church.
- f) The parsonage should have a periodic termite and pest control inspection. Corrective measures should then be taken.
- g) The church should have the heating and cooling systems checked seasonally.
- h) Major renovation, repair, and replacements should be done by the church as they are needed, taking into consideration the church's financial ability to do these things. (The pastor, not the church, shall be responsible for correcting extreme or unusual damage beyond normal wear and tear to the parsonage and furnishings.) Changes in interior decoration should be done with the mutual consent of the church and the family.
- i) It is recommended either that basic lawn maintenance (including mowing, edging, fertilizing, and sprinkler system) be taken care of or paid by the church or that the church provide, maintain, and repair a

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power lawn mower and other tools required to maintain the grounds with ease.

- j) For the safety of the parsonage, property and the parsonage family, the church should carefully evaluate the overall security of the building and grounds. Attention should be given to screens, window and door locks, gates, and alarm systems. This should also include fire prevention measures such as smoke alarms, fire extinguishers, escape ladders and a fire escape plan. When possible, an annual inspection should be made by the fire department and utility companies.

### 2) When There Is a Change in Pastor

- a) The parsonage should be thoroughly cleaned when there is a change in pastor. The exterior of the parsonage and the grounds should be clean and present a good appearance. Walls, carpets, draperies, and floors should be clean and in good repair. Refrigerator, cook-top, oven, disposal, dishwasher, washer, dryer, air conditioner, heater, water heater (50 gallon minimum), smoke alarms, fire extinguishers, TV antenna or cable, garden hoses, ladder, and trash cans where needed (minimum of four 30 gallon cans with covers) should all be in proper order. A thorough inspection of plumbing and electrical placements is also recommended. If requested by the new pastor, locks should be changed and new keys issued. A termite and pest control inspection is recommended, as well as necessary corrective treatment. The church has final responsibility to see that these things are adequately accomplished.

- b) The following suggestions are for creating a "Guide" to be completed by the Parsonage Committee and given to the parsonage family when it moves into its new home.

- (1) An up-to-date inventory of all parsonage furnishings including, if possible, the date purchased, cost, present condition, and a projected replacement time. See II.F.6.b.a.c above.

- (2) For each appliance:

- (a) Operating instructions or manuals, etc.

- (b) Repair instructions

- service personnel to call
- which, if any, parsonage committee member to call
- service calls and repairs of major appliances owned by the church should be paid for by the church

- (3) Where to find:

- (a) Turn-off valve for gas

- (b) Turn-off valves for outside and inside water

- (c) Meters

- (d) Fuse or switch boxes, circuit-breakers, and main-switch - all properly labeled

- (e) Size and change intervals for heating and cooling filters

- (f) Various permanent plants which are seasonal

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- (g) Any unusual appliances, equipment, or household peculiarities (such as hidden attic door)
  - (h) Sprinkler systems
  - (i) Sewer clean outs
- (4) Numbers to call in emergencies: Police, Fire, Ambulance, Insurance Company, etc.
  - (5) Basic information for cleaning carpets and draperies. The local church is to establish the desired policy. For example: The church is responsible for a once-a-year cleaning to be determined by committee upon recommendation from the parsonage family. It may be simpler for a policy to be established that carpets and drapes be cleaned annually without the recommendation of the family but with the committee selecting the cleaning company and the church paying the bill.
  - (6) It may be helpful, upon the arrival of a new parsonage family, for a member of the committee to conduct a tour of the parsonage, and point out that the committee is aware of certain needs (furniture that is wearing out, painting that is needed, etc.) and also point out the good maintenance that has been done in the past. This conveys to the parsonage family that the church is proud of their home and wants them comfortable, but might also convey that the church expects something from the parsonage family in maintaining the parsonage. The parsonage family should also be reminded to treat the parsonage as if it were their own home.
  - (7) When it is possible, the parsonage should be open for visitation by the newly appointed clergy family prior to the effective date of appointment. If this is not possible, pictures of the parsonage (outside and inside) could be taken when a change is expected, and those pictures might be taken or sent to the new family ahead of moving time, providing added rapport between the church and the new parsonage family.
- 3) Energy conservation
- a) The church and parsonage family should make every effort possible to conserve energy. This should include:
    - (1) Inviting utility companies (gas, electric, and water) to inspect, provide an energy audit, and make recommendations
    - (2) More efficient lighting
    - (3) Insulation in attic and walls
    - (4) Weather-stripping
    - (5) Investigating possible use of solar energy or other energy-saving devices.
    - (6) Water-saving devices.
- g. Parsonage Utilities

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- 1) The local church shall provide utilities: water, electricity, gas and basic telephone (not including personal toll calls), sewage fee, trash and garbage collection, and cable and/or antenna where required for TV reception.
  - 2) Those congregations with church-owned rented homes should take into account the actual cost of the above-mentioned utilities when providing a housing allowance.
  - 3) Parsonage families should be conscious of the high cost of utilities, and should practice cost and energy-saving measures at all times. This should include regular self-monitoring, analysis, and comparing against previous usage.
- h. Recommendations for Parsonage Insurance
- 1) Insurance on real and personal property is the responsibility of the owner of that property and should be provided with adequate liability coverage.
  - 2) Insurance should be reviewed annually and when there is a change of pastor(s).
  - 3) It is recommended that a renter's Insurance Policy be obtained by the parsonage family residing in the parsonage to insure the parsonage family's personal property, including clergy library.
- i. Review or Revision of Standards
- These standards are to be reviewed and/or revised by the Equitable Compensation Commission on a quadrennial basis after publication of the most recent Book of Discipline.

**Effective: July 1, 2001**

**Termination: July 1, 2005**

### **F. Council on Finance & Administration Moving Expense Reimbursement Policy** (2005 Petition AC 05, Journal page 356)

#### 1. WITHIN CONFERENCE MOVING EXPENSES:

Itinerant clergy members (in full connection, probationers, or local pastors) of the annual conference serving as fully appointed pastors, and conference staff shall be entitled to the provision of the fund on the following basis:

##### a. ALLOWED:

Moving of furniture, personal property, and equipment not to exceed 16,000 pounds. This same allowance for clergy couples will not exceed 20,000 pounds. Cost of additional insurance over and above the amount included in the regular rate will be allowed up to \$5.00 per pound (with a \$250.00 deductible) is included. Any additional insurance or change of deductible will be at the expense of the pastor making the move. However, a lump sum value for the entire shipment must be included at the time of shipment. \$100.00 will be allowed for cartons and packing materials. All above this amount will be charged to the pastor making the move.

##### b. NOT ALLOWED:

- 1) Professional packing or unpacking (with the exception of the \$100 allowed for packing materials)

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- 2) Storage of any items other than transportation cost of moving furniture, personal property and equipment.
  - 3) Cost of transportation of persons.
  - 4) Appliance service.
- c. ADDITIONAL PROCEDURES:
- 1) Certified weights and a detailed bill of lading are required for payment by the conference treasurer.
  - 2) One stop at the pastor's residence and one stop at the church will be allowed for pickup and delivery when necessary. Clergy couples, with multiple charge appointments, will be allowed an additional stop as necessary.
  - 3) A recommended list of moving vendors will be maintained in the office of the conference treasurer. Payment of the conference share of moves should be based on a bid accepted by the conference treasurer. A minimum of two bids is required. The conference treasurer is available to assist in arrangements for moving and will receive copies of the bids prior to the move. The district superintendent and the clergy family will consult as to the requirements and needed assistance in the move.
  - 4) Pastors entering the retired relationship from itinerant appointments shall be entitled to their moving expenses within the conference one time. Moves outside the conference may be adjusted by an amount to be determined by the chairman of the Council on Finance and Administration and the conference treasurer. These expenses will be paid from the Conference Moving Expense Fund.
  - 5) Each time that a pastor in retirement is reappointed, the clergy person is entitled to a conference paid move to the local church housing and then also to retirement housing upon completion of that appointment. These expenses will be paid from the Conference Moving Expense Fund.
  - 6) The local church will reimburse the Rocky Mountain Conference \$500.00 for moving/transportation cost of each incoming pastor.
  - 7) A surviving spouse of a pastor who is in active service at the time of the pastor's death shall be entitled to moving expenses as for a retired pastor.
2. OUT OF CONFERENCE EXPENSES:
- Moving expenses of pastors moving into this conference and full time approved supply pastors from outside the bounds of the conference accepting their first appointment shall be eligible for a refund from the Conference Moving Expense Fund for an amount not to exceed \$2,000.00. The refund shall be paid after providing certified weight slips and bills of lading.
3. ADMINISTRATION OF MOVING EXPENSE FUND
- The Conference Council on Finance and Administration shall be responsible for administering this moving expense fund and shall be authorized to make such adjustments within the structure of the plan as it may deem necessary. The Conference Council on Finance and Administration shall bring this petition forward once every quadrennium.

**Effective Date: January 1, 2006**

**Termination Date: December 31, 2008**

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### G. Candidacy Assistance from the Local Church (2005 Petition AC 31, Journal page 374)

Churches in the Rocky Mountain Conference are called to respond to their Disciplinary responsibility to support declared candidates for ministry approved by their charge conference through payment of the psychological exam and candidacy guidebook costs. In addition, churches are called to assist in seeking out scholarships or donation, on behalf of the candidate.

**Effective Date: July 1, 2005**

**Termination Date: July 1, 2008**

### H. Cost of Clergy Introductions (2005 Petition AC 14, Journal page 367)

The Rocky Mountain Conference will bill every charge going through a pastoral change \$100. The Conference Council of Finance and Administration will direct the Conference Treasurer to use these monies to establish a fund designated to help offset some of the significant travel expenses incurred by clergy and/or churches as new clergy candidates are brought to the church by the District Superintendent and introduced to the Staff/Pastor Parish Relations committee.

**Effective Date: July 1, 2005**

**Termination Date: Permanent**

## II. Conference Leadership and Agencies

### A. Structure for the Rocky Mountain Conference (Source - 2004 Petition AC12, Journal page 358)

1. The Board of Stewards shall:
  - a. Have the responsibility to make decisions on behalf of the Annual Conference between sessions except on matters mandated by the Book of Discipline.
  - b. Work with the Conference Personnel Committee to insure job descriptions, support and evaluation for each staff person.
  - c. Work with the Conference Nominating Committee to insure that conference committees are resource with persons and that the committee is functioning in relation to the Vision of the Conference.
  - d. Work with the Cabinet to insure dialogue around the Vision of the Conference.
  - e. Work with the Council on Finance and Administration to insure that all resources and budgeting support the Vision of the Conference
  - f. Work with all committees, boards and agencies to work towards and to live out the Vision of the Conference.
  - g. Review the conference structure to assure that it is supportive of the Vision of the Conference, and propose changes to the Annual Conference session as necessary.
2. The Board of Stewards shall have a membership of eighteen persons, composed of an equal number of clergy and lay members, based upon diversity in gender, age, ethnicity, and geography. The Board of Stewards shall consist of:
  - a. Representatives chosen from following Committees:
    - 1) Communication
    - 2) Church and Society
    - 3) Board of Global Ministry
    - 4) Board of Ordained Ministry

## 2005 Rocky Mountain Conference Journal

- 5) Board of Laity
  - 6) Board of Discipleship
  - 7) Committee on Finance and Administration
  - 8) Vision/Mission/Values Team
  - 9) Cabinet
  - 10) Religion and Race
- b. Members by Virtue of Office:
    - 1) Bishop
    - 2) Lay Leader
    - 3) Director of Missions and Ministry
  - c. At-Large Members:
    - 1) Chair At-Large
    - 2) Vice-Chair At-Large
    - 3) Three At-Large persons
3. The Board of Steward Leadership Team shall consist of one Lay and one Clergy at-large members who shall alternate each year between Chair and Vice-Chair.
  4. The Vision/Mission/Values team shall have a membership of six persons chosen by the Board of Stewards and Cabinet.
    - a. Vision/Mission/Values members shall be divided into two classes with four-year terms each, and each class shall, as nearly as possible, consist of an equal number of members.
    - b. The first Vision/Mission/Values team shall consist of 3 members with two-year terms and 3 members with four-year terms. No member can serve more than eight consecutive years.
  5. The existing committee structure shall be modified as follows to assemble similar committees, boards and agencies into a structure that is in line with the 2000 Book of Discipline. The main board/committee shall include but not be limited to the following committees, boards, agencies and/or functions:
    - a. Communication
      - 1) Media Resources
    - b. Church and Society
      - 1) Hispanic-Latino Ministry
      - 2) Ethnic Ministries
      - 3) Native American
      - 4) Ecumenical
      - 5) Peace With Justice
      - 6) Disability Concerns
    - c. Board of Global Ministry
      - 1) Town and Country
      - 2) Missions Personnel
      - 3) Africa Partnership
      - 4) School of Christian Mission

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- 5) Disaster Preparedness and Response
  - 6) Volunteers in Mission Coordinators
  - 7) Children and Poverty
  - 8) AIDS Task Force
  - 9) Advanced Specials
  - 10) Small Membership churches
  - 11) Board of Ordained Ministry
- d. Board of Laity
- 1) Lay Speaking Ministries
  - 2) United Methodist Men
  - 3) United Methodist Women
- e. Board of Discipleship
- 1) Youth Ministries
  - 2) Young Adult Ministries
  - 3) Older Adult Ministries
  - 4) Council on New Ministries
  - 5) Higher Education and Campus Ministries
  - 6) Stewardship
  - 7) Planning and Research
  - 8) Evangelism
  - 9) Education
  - 10) Worship
  - 11) Camps and Retreats
- f. Committee on Finance and Administration
- g. Vision/Mission/Values Team
- h. Cabinet

**Effective Date: July 1, 2004**

**Termination Date: Permanent**

### **B. Conference Staff**

1. Superintendency Definition (Source - 1997 Petition AC01)

The Rocky Mountain Conference of the United Methodist Church deems the primary function of superintending to be spiritual and temporal oversight, with an emphasis upon spiritual and pastoral leadership, supervision, personnel, and consultation regarding appointment making. The Conference calls upon the Superintendents to give priority to these responsibilities as their primary tasks.

The Conference strongly encourages the Superintendents, in the other important areas of superintending of administration and program, to delegate these functions to resource pools, established by each Superintendent, to advise and assist the Superintendents in fulfilling their oversight responsibilities of these "important but not primary" functions.

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2. District Superintendent Compensation (Source - 2005 Petition AC2, Journal page 351)

### **PREAMBLE:**

As expressed by vote of the 2002 Annual Conference Session, the base compensation of District Superintendents, which includes salary, housing, and utilities allowance, should be 1.7 times the Conference Annual Compensation (CAC – an amount calculated annually by the General Board of Pension and Health Benefits). In 2006, this would amount to \$79,793. In the last two years, budget constraints prevented us from being able to comply with that intention. Additionally, that 2002 petition stated that any district superintendent serving more than six years would receive a total years-of-service increment of \$1,000 in that seventh year. For the eighth year, an additional annual years-of-service award of \$250 will be provided.

- a. In recognition of continuing budget constraints, the 2006 compensation for District Superintendents will be set at \$61,254 for salary plus either a parsonage or a \$15,314 housing allowance (this totals to \$76,568 instead of the \$79,793 as established in the Preamble above). Any district superintendent serving more than six years would receive a total years-of-service increment of \$1,000 in that seventh year. For the eighth year, an additional annual years-of-service award of \$250 will be provided.
- b. A parsonage shall be provided for district superintendents who wish to live in conference owned housing, but it shall be allowable for them to live in their own homes.
- c. A portion of the above base compensation may be designated parsonage and/or housing allowance, as appropriate, for purposes of tax exemption in accordance with Section 107 of the Internal Revenue Code. Any such designation shall be submitted to the office of the treasurer no later than January 1, 2006. Proper reporting of housing and/or parsonage expenses to IRS is the responsibility of the persons noted above.
- d. Car expense shall be set at the year 2006 IRS business rate for basic automobile use. HealthFlex, CPP and MPP payments shall be made by the conference. \$1,000 for continuing education, from accountable reimbursement funds, shall also be allowed.
- e. In consultation with the Board of Stewards, CF&A, Personnel and Episcopacy Committees, the Directors of Support Services and Mission and Ministry shall annually establish salaries for all non-disciplinary full-time conference staff (excluding camp managers) in tiered ratios to the salaries established for the District Superintendents; the ratios reflecting the scope of responsibility of each position and providing a range within which to reflect tenure and quality of employment.

**Effective Date: January 1, 2006**

**Termination Date: December 31, 2006**

## 2005 Rocky Mountain Conference Journal

### III. Finance

#### A. Miscellaneous Council on Finance and Administration Policies and Procedures (2005 Petition AC04 , Journal page 354)

##### 1. Travel

Travel allowance to Annual Conference will be paid to those lay members and clergy members noted in this section. Payment in the amount of 15¢ per mile, excluding the first 175 miles, with an additional 5¢ per mile for each additional conference member riding along, will be paid from an equalization travel pool, to be funded by an amount added to the registration fee of all Annual Conference members. Travel will be paid only to those who have paid a registration fee, and attend the full conference session, except in the case of emergency. The following are reimbursable members of the Annual Conference:

- a. Clergy members under appointment by the Annual Conference, deacons, part-time local pastors and student pastors serving churches in the conference.
- b. Retired or disabled clergy, military chaplains, and other full clergy members of the conference serving extension ministries who are within the bound of conference. Others shall be reimbursed for not more than a total of 500 miles.
- c. Lay members or alternate lay members representing local churches and districts (only one person per local church unless the local church is entitled to more than one lay member).

For the year 2006, travel expenses to all called meetings of the district/subdistrict, conference boards, agencies, committees or commissions will be paid to lay and clergy members who are not paid for such travel expense from other funds. The rate shall be 15¢ per mile, excluding the first 50 miles. For those traveling 200 miles or more, air coach fare is allowable. An additional 5¢ per mile shall be paid a driver for each additional participant riding to the meeting, thus encouraging car-pooling. Meals and housing will be paid as appropriate.

##### 2. Budget Proposals

The Council on Finance and Administration shall present a proposed unified budget total stating projected income and expenses for the ensuing year for adoption by the Annual Conference. For purposes of information, the past year's expenses, and the present year's budget, may be displayed for various budget categories, including those for conference boards, committees and agencies, with the understanding that specific line items may be re-distributed with the total budget, following the approval of the budget.

All new propositions presented for action at the Conference session shall include the amount needed to fund said program or operation.

##### 3. Conference Leadership Compensation

The base compensation for the conference staff positions of Conference Treasurer/Director of Support Services and Director of Mission and Ministry (or its equivalent), which includes salary, housing, and utilities allowance, should be 1.7 times the Conference Annual Compensation (CAC – an amount calculated annually by the General Board of Pension and Health Benefits). In 2006, this calculated compensation amount would be \$79,795.00.

If by action of the Annual Conference, the base compensation of the District Superintendents is NOT based upon 1.7 times the Conference Annual Compensation, then the base compensation for the conference staff positions of Conference

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Treasurer/Director of Support Services and Director of Mission and Ministry (or its equivalent), which includes salary, housing, and utilities allowance will be set at the same amount as that for the District Superintendents PLUS an incremental adjustment of \$250 per full year of service in the position, with a maximum adjustment of \$3,500 (equivalent to 14 years of service).

### 4. Financial Administration

- a. All payments by local churches to the conference (with designation to the specific cause) shall be made by check or money order to the Rocky Mountain Conference UMC, and sent to the Office of the Conference Treasurer, 2200 S. University Blvd., Denver, CO 80210-4797. Churches shall, to the maximum degree possible, send 1/12 of their total apportionment (Wider Missions) each month to the conference to ensure cash flow. Those churches, which are able, are encouraged to “tithe” their apportionment payments and send 1/10 of their apportionments each month January through October.
- b. It shall be the policy of the conference to have the conference treasurer send the General Church apportionments (Wider Mission) on a monthly basis within the guidelines of the budget recommendation.
- c. The conference treasurer of the Rocky Mountain Conference of the United Methodist Church is hereby authorized to borrow such sums of money as may be necessary in conducting the business of the Conference, with the approval of the Council on Finance and Administration.
- d. The conference treasurer shall make an annual report in the Conference Journal of the amount of funds contributed during the year to each Conference Advance Special Project and Conference Approved Project.
- e. All organizational units of the conference shall adhere to their budgets. Any expenditures over the budget will not be paid by the conference treasurer unless first approved by the Council on Finance and Administration. The Council on Finance and Administration is authorized and is responsible to see that actual expenditures stay within limits defined by the Council on Finance and Administration, annual conference and actual amounts received. Between annual conference sessions, the Council on Finance and Administration has authority to take actions it feels are appropriate in response to any unexpected events which impact the annual conference financially.
- f. Balances from undesignated funds, including fund balances and reserves, cash management funds and income funds may be disbursed only on the authorization of the Council on Finance and Administration. It is understood that the Executive Committee of the Council on Finance and Administration is empowered to act in case of an emergency.
- g. It shall be the policy of the Conference to designate part of the salary, house and utilities allowance of Conference clergy staff persons as parsonage allowance for purposes of tax exemption under Section 107 of the Internal Revenue Code. The portion of the total compensation must be specifically designated in advance of the new year (January 2006) by each person involved, to the conference treasurer using appropriate forms provided by the treasurer

**Effective Date: January 1, 2006**

**Termination Date: December 31, 2006**

## 2005 Rocky Mountain Conference Journal

### B. Conference Apportionment Formula (2005 Petition AC 03, Journal 352)

1. The 2006 Rocky Mountain Conference budget is to be apportioned to the local United Methodist churches as their share of our "Wider Mission." Each local church in the Conference will be apportioned using a formula based on their local net expenditures and their average weekly worship attendance.

The formula is:  $A = E \times (P+i)$

The formula elements are defined as follows:

"A" represents the local church's Apportioned amount for 2006.

"E" is the local church's Net Expenditures for the year from the 2004 annual report submitted in January 2005. It is the total of the following annual local church expenditures as reported on the Table II statistical report on lines 63 through 71. Those lines are as follows:

- 63 – Pastor's base compensation
- 64 – Associate's/Associates' base compensation
- 65 – All clergy housing allowances
- 66 – Reimbursements paid to pastor(s)
- 67 – Cash allowances paid to pastor(s)
- 68 – Deacon/diaconal compensation and expenses
- 69 – Other staff compensation and expenses
- 70 – Program expenses
- 71 – Operating Expenses

"P" is the base apportionment percentage for each church in the Conference. It is calculated as the 2006 Conference Budget divided by the total of all local church Net Expenditures for all churches in the Conference as reported in the 2004 annual report. This value is the same for all churches in the conference.

"i" is an adjustment – either positive or negative – for each local church to account for differences in a local church's ability to pay a share of the Conference budget. It is calculated by taking the ratio of the local church's Clergy and Operating Expenses (sum of Table II - lines 63-68 and 71) per Worship Attendee (Table I - line 10) to the local church's Net Expenditures (sum of Table II - lines 63-68 and 69-71) per Worship Attendee (Table I - line 10) and comparing this ratio to the average of all of our conference churches.

2. MAXIMUM ANNUAL CHANGE

We limit the increase to a 9% (nine percent) change and the decrease to a 12% (twelve percent) change, with the additional limitation that no church that received a decrease in 2005 will receive an additional decrease in 2006.

3. CLARIFICATIONS OF TERMS AND VALUES USED:

- a. The i Factor (i in the formula) –

For churches that have a higher than average value per attendee, this factor will increase their apportioned share of the total budget. Conversely, for those churches that have an average value per attendee that is less than the conference average, their apportioned share will be reduced. Note – this conference-wide ratio is capped to eliminate the impact of extreme values (unusual circumstances, data reporting errors, etc.).

- b. Attendance (needed to calculate i in the formula) –

The average weekly worship attendance is defined and reported on line 10 of Table I. On that form, as defined by the General Council on Finance and

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Administration, it states: “The ‘principal weekly worship service(s)’ would include any services held on a weekly basis as the primary opportunity for worship. In many churches this will be the Sunday morning service(s). However, if the church has other worship services attended primarily by persons who do not attend on Sunday morning, attendance at those services should be reported also. Report the combined average attendance at all such services. Include children who participate in all or part of any such service.”

c. Capital Expansion, Church Debt and Benevolence Giving

Apportionments paid and any other benevolence giving (Table I, lines 37-55), any debt costs (Table I, line 72) , and any capital costs for facilities expansion and/or major upkeep costs (Table I, line 73) are not factors in this apportionment calculation.

This formula is the same formula as presented and passed in 2003 and 2004, although the petition wording was significantly rewritten in 2004 for better clarity. The maximum amount of change (lines 40-43) was changed slightly this year to a maximum allowable decrease of 12% instead of the previous limit of 9%, thereby providing a little more relief to small, declining churches.

The basic philosophy for this formula is that the conference budget should be apportioned to local churches based on the amounts they are spending on staff, program and operations. The more that is spent on staff, office and program costs, utilities and minor upkeep, then the more each church should be asked to share with and support the global and conference ministries of the United Methodist Church.

Benevolence giving, apportionments, mortgages and debt payments as well as capital improvement costs should not be – and are not – part of this formula.

d. Actual calculations for the i Factor:

$$i = (0.008 \times (\text{Net Expenditures per Attendee for that church} - 1) / (75\text{th percentile of all church Net Expenditures per Attendee} - 25\text{th percentile of all church Net Expenditures per Attendee})) - (0.01 \times (\text{Clergy and Operating Expenditures per Attendee for that church} - 1) / (75\text{th percentile of all church Clergy and Operating Expenditures} - 25\text{th percentile of all church Clergy and Operating Expenditure Ratios}))$$

e. What does that mean?

This factor cannot be very large – it is only intended to be a small adjustment. The values in the formula of 0.008 and 0.01 are statistical tools used to balance the relevant impact of clergy, operating and net expenditures. And the use of the 75th and 25th percentile values eliminates the extreme high and low values so that we really are using valid values and not values created by incorrect church reporting or by unusual church situations.

If, from year to year, a church’s attendance goes up faster than expenses, this factor would work to reduce apportionments. Conversely, if expenses go up faster than increases in worship attendance, then the apportionments would increase. And if attendance goes down while expenses stay the same, apportionments will go up.

**Effective Date: January 1, 2006**

**Termination Date: December 31, 2006**

## 2005 Rocky Mountain Conference Journal

### C. Conference Advance Special Process (2005 Petition AC 12, Journal page 366)

Conference Advance Specials will be processed as follows:

1. Any entity of the Conference may request Conference Advance Special Status by completing the Request Form. Requests are to be sent to the Coordinator of Advance Specials. The Coordinator will process the requests.
2. The Conference Board of Global Ministries will approve all requests in accordance with the Guidelines set by the Board. Following the approval by the Conference Board of Global Ministries all Conference Advance Specials will be presented for Conference affirmation quadrennially.
3. Annual reports will be received from each Conference Advance by the Coordinator of Conference Advance Specials for review. The Conference Board of Global Ministries will review each report to grant continuation on a yearly base as a Conference Advance Special in accordance with the Guidelines.

**Effective Date: July 1, 2005**

**Termination Date: Permanent**

### D. Golden Cross Sunday Offering (source -1986 Petition #103)

The Rocky Mountain Conference shall continue to promote and take a Golden Cross Sunday offering on the first Sunday in May.

### E. Special Camping Apportionment (2005 Petition AC 21, Journal page # )

The conference treasurer shall apportion to the local churches a special apportionment of \$90,000 to be used on behalf of all camping ministries of the Rocky Mountain Conference. The funds received will be directed by Council on Retreats & Camps in consultation with the Board of Trustees of the Rocky Mountain Conference. The apportionment calculation will follow the formula used for the conference budget (Wider Mission) apportionment, and shall be identified separately as a separate apportioned amount.

**Effective Date: January 1, 2006**

**Termination Date: December 31, 2006**

### F. Global Aids Fund (2005 Petition AC20, Journal page 372)

The Rocky Mountain Annual Conference establish a minimum quadrennium Advanced Special goal of raising an average of \$1.00 per member (just 25 cents per member per year) by special projects, offerings, or whatever way each local church deems best during this quadrennium, beginning in 2005.

The Rocky Mountain Annual Conference of The United Methodist Church encourages each local church to observe a Global AIDS Awareness Sunday in September each year for the remainder of this quadrennium, and that the Conference Global AIDS Committee provide educational and promotional materials for this observance.

**Effective Date: July 1, 2005**

**Termination Date: July 1, 2008**

### G. Mission Awareness Sunday (2005 Petition AC 24, Journal page 373)

We request the Rocky Mountain Conference support:

1. Each local church set aside a Sunday to be declared a Mission Awareness Day.

## 2005 Rocky Mountain Conference Journal

2. Each local church provide for mission displays, information, testimonies, and/or develop other ways to celebrate mission involvements in a fashion that best suits the local congregation.
3. Churches draw upon the available resources of the Conference Board of Global Ministries to help make the Mission Awareness Day a memorable one of "Christian Love in Action".

**Effective Date: July 1, 2005**

**Termination Date: Permanent**

### **IV. Conference Insurance Programs** (source - 1994 Petition 203)

- A. A conference-wide property and liability insurance plan is established for conference entities including, but not limited to, local churches, parsonages, Episcopal residence, District Superintendent's residences, camps, and other church/conference owned and insured properties.
- B. All local churches will be required to be in the plan commencing January 1, 1995 with the exception of those whose present policies would require additional cost if canceled. These churches will be required to enroll in the plan upon the conversion date of their present policy, provided the Conference will assure equal or increased coverage at comparable cost. One master plan would be developed for all entities covered by this policy, with each entity having the opportunity to include special requirements for coverages such as boiler, auto, etc. Each entity would be evaluated as to the present values of their properties and coverages would be based on complete replacement costs and coverages for liability.
- C. Each entity will be billed by the Conference for the premium due for their specific coverages. Premiums may be paid monthly, quarterly or semi-annually by the entities enrolled. The conference will pay one premium for the master policy to the insurance carrier.
- D. The Conference Board of Trustees will be authorized to select the specific carrier for the insurance and will notify the entities insured prior to January 1, 1995, as to the selection and specific details of the plan. Risk management will be a part of these plans.

### **V. Pensions and Benefit Programs**

#### **A. Retiree Benefit Programs and Funding** (2005 Petition AC09, Journal page 363)

It is requested of the Annual Conference that pre-1982 past service funding be provided for retired clergy as well as those requiring special grants.

Section I - Past Service Funding (for service before January 1, 1982)

1. The rate for 2006 will be \$434.00 per service year
2. The same rate will be set for local pastors
3. The rate for a surviving spouse will be 70% of the member's rate.
4. The cost to the conference budget for 2006 for these rates is \$0

Section II - Rental/Housing Allowance

WHEREAS, the religious denomination known as The United Methodist Church has and functions through ministers of the Gospel who are duly ordained or licensed; and

## 2005 Rocky Mountain Conference Journal

WHEREAS, the practice of The United Methodist Church is to provide a parsonage or a rental allowance as part of the gross compensation for each of its active ordained or licensed ministers; and

WHEREAS, pensions paid to retired ordained or licensed ministers of The United Methodist Church are considered as deferred compensation and are paid to said retired ordained or licensed ministers in consideration of previous active service, and disability benefits are considered payments in lieu of compensation for active service; and

WHEREAS, the Internal Revenue Service has recognized that the Rocky Mountain Annual Conference is the appropriate organization to designate a housing/rental allowance for retired or licensed ministers who are members of the conference; and

WHEREAS, the disabled minister has the same legal relationship to an annual conference as does the retired minister, and, thus, this Annual Conference is also the appropriate organization to designate a housing/rental allowance for a disabled ordained or licensed minister who is a member of this conference;

NOW THEREFORE BE IT RESOLVED:

An amount up to 100% (See NOTE at end of this section) of the pension payments received by a retired minister, or 100% of the disability payments received by a disabled minister, during the year 2006 be and is hereby designated as a rental/housing allowance respectively for each retired or disabled ordained or licensed minister of The United Methodist Church who is or was a member of the Rocky Mountain Annual Conference at the time of his or her retirement or disability; pension or disability payment to which this rental/housing allowance applies shall be the pension or disability payment, resulting from all service of such retired or disabled ordained or licensed minister from all employment by any local church, annual conference, general agency or institution of The United Methodist Church, or from any other denomination that is now a part of The United Methodist Church, or from any other employer who employed the minister to perform services related to the ministry and who elected to make contributions to the pension or benefit funds of The United Methodist Church for such retired minister's pension or disabled minister's benefits.

*NOTE: The rental/housing allowance which may be excluded from a retired or disabled minister's gross income is limited to the amount expended by the minister to provide his or her housing. As specified in Rev. Rul. 71-280, 1971 C.B. 92, "the only amount that will qualify for exclusion under section 107(2) of the Code as 'rental allowance' is an amount equal to fair rental value of the home, including furnishings and appurtenances such as a garage, plus the cost of utilities."*

Section III

For 2006, the Conference Board of Pensions and Health Benefits will provide the following grants:

- Widow's benefits to Patricia Vick
- Benefits to Oscar P. Abers, 3 times adopted rate
- Benefits to Dallas A. Bird, 83.5% of 7 years
- Anticipated cost to conference - \$5,000

**Effective Date: January 1, 2006**

**Termination Date: December 31, 2006**

## 2005 Rocky Mountain Conference Journal

### B. Pre-1982 Pension Funding Plan Update (Source - 2004 Petition AC07, Journal page 353)

It is requested of the Annual Conference that the attached

Funding Plan

Rocky Mountain Conference

For Supplement One to the Ministerial Pension Plan

Be affirmed and adopted.

**Effective Date: July 1, 2004**

**Termination Date: Permanent, but must be revised and approved annually**

### C. Funding Plan Rocky Mountain Conference

For Supplement One to the Ministerial Pension Plan For 2004

1. The Past Service Rate
  - a. The Past Service Rate (PSR) for the Rocky Mountain Conference is established annually by action of the Annual Conference. For the year 2004, our Annual Conference set this PSR amount at \$382.50.
  - b. Paragraph 1506.7 of The Book of Discipline mandates that this rate cannot be less than 0.8% of the Conference Average Compensation (CAC). For 2004, our CAC is \$43,991. \$382.50 is 0.87% of that amount - so we are in compliance with that mandate. That same paragraph recommends that the rate be not less than 1 % of the CAC. At 0.87%, we are short of that recommended goal.
  - c. We project, over a long time, earnings on our present assets to average 7.5%.
  - d. We project, also over a long time, that we will annually increase our PSR in the range of 3%.
2. We had been paying to fund that retiree benefit obligation every year from 1982 until 2001. In 2001, the General Board of Pension and Health Benefits (GBOPHB) reported to us that our conference moved from an under funded situation to a very slight over funded situation. In other words, following acceptable guidelines for investment growth and future payout requirements, we had enough money set aside to meet our future needs.
3. Furthermore, in 2002, they conducted a review of the clergy eligible to receive benefits from this fund and learned that they were overstating our liability. As a result, our current obligations, using the current Past Service Rate shown above (\$382.50), are now \$26,836,228 as of January 1, 2002 for 2004.
4. The cornerstone of our conference Past Service Rate philosophy is to maintain a fully funded position. In other words, we will not attempt to raise that rate in any manner that re-establishes an unfunded liability. Along with that core concept, we will also try to match or exceed the cost of living, and move toward the Disciplinary recommendation of 1 % of the CAC.
5. All of the assets dedicated to this pre-82 obligation are on deposit with the GBOPHB.

Because our investment earning projections are identical to the General Board of Pension and Health Benefits assumptions, and since they also manage the funds, we feel confident that the investment growth of our assets will be sufficient to meet our

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PSR goals as stated above. Because the basis of our PSR philosophy is to avoid an unfunded position, we do not believe a long discussion of the GBOPHB investment philosophy, history and guidelines is relevant to the purposes of this document.

6. We do, however, have three other funding sources available if there are any difficulties or shortfalls in the investments we already have on hand
  - a. We have established a fund within the structure of the Conference Board of Pensions. The fund's purpose is to provide for the benefits of retired clergy. The current focus of that goal is to begin funding the future health insurance costs for our retirees, but the fund itself could be used - if required - to meet any new unfunded obligation in the pre-1982 plan. The value of that fund, as of December 31, 2003 was \$1,051,757.
  - b. We have concluded a conference-wide capital campaign. One-half of the proceeds from this campaign are dedicated to the benefit of retirees. The funds will become part of the Conference Board of Pensions fund described in the preceding paragraph. At this time we anticipate revenue from that campaign to be no less than \$500,000 and possibly as much as \$1,500,000.
  - c. Our conference has funded this plan by apportioning an amount every year from 1982 through 2001. This third alternative would be to put any unmet shortfall into the budget again and apportion the obligation to our local churches.
7. Our funding plan, as of January 1, 2002 for 2004, is summarized as follows:

Present Value of Benefits as defined by GBOPHB - \$26,836,228

Funds in the Plan - \$32,775,562

### **D. FUNDING OF ACTIVE CLERGY BENEFITS** (2005 Petition AC 08, Journal page 361)

It is requested of the annual conference that the Ministerial Pension Plan (MPP), the Comprehensive Protection Plan (CPP) and the optional, Basic Protection Plan (BPP), costs for active clergy and clergy retiring after Dec. 31, 1995 be paid for at the local level, and the optional, Basic Protection Plan (BPP), costs for retired clergy retired prior to Jan. 1, 1996 be shared by the retired clergy and the conference.

#### **Section I - Ministerial Pension Plan (MPP)**

1. Current service funding of the Ministerial Pension Plan will be calculated:
  - a. Using salary and housing as the contribution base, with 100% of the Denominational Average Compensation (DAC) being the maximum base amount, 2. 2. and Using a contribution rate of 11%, and
  - b. Contributions will be made to the Conference Pension office by the salary-paying unit (i.e. the local church, the conference, or other employer in cases of special appointment / employment).
2. Eligibility and participation are established and defined by the General Board of Pension and Health Benefits.
3. The MPP billing will be handled through the Conference Pension office.

#### **Section II - Comprehensive Protection Plan (CPP)**

1. Current service funding of the Comprehensive Protection Plan will be calculated:

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- a. Using salary and housing as the contribution base, with 200% of the Denominational Average Compensation (DAC) being the maximum base amount, and
  - b. Using a contribution rate of 4.4%, and
  - c. Contributions will be made to the Conference Pension office by the salary-paying unit (i.e. the local church, the conference, or other employer in cases of special appointment / employment).
2. Eligibility and participation are established and defined by the General Board of Pension and Health Benefits.
  3. The CPP billing will be handled through the conference.

### Section III - Basic Protection Plan (BPP)

1. The Basic Protection Plan is available as an optional benefit to active clergy, eligible retired clergy and lay employees of the conference (those employees working for the conference office). The Basic Protection Plan includes:
  - a. Additional death benefits for active and retired clergy, and
  - b. Death benefits for lay employees of the Conference, and
  - c. Disability coverage for lay employees, and
  - d. Eligibility and participation are already established and defined by the General Board of Pension and Health Benefits.
2. Current service funding of the Basic Protection Plan will be funded by:
  - a. Active clergy will pay 100% of the premium cost for all benefits, and
  - b. Retired clergy (retired prior to January 1, 1996) would pay 60% of their death benefit costs and the conference would pay 40%, and
  - c. Retired clergy (retiring after December 31, 1995) would pay 100% of their death benefit costs.
3. The total cost to the conference for the 40% support identified in III. B. 2. (above) is estimated to be about \$5,000, depending upon the level of participation. Local church lay employees may also enroll in the Basic Protection Plan as an optional benefit to be provided by their local church (as the employer). The employer must enroll directly with the General Board of Pension and Health Benefits and all costs will be paid by the employee and/or the employer with no costs supported by the Conference Board of Pensions and Health Benefits.

**Effective Date: January 1, 2006**

**Termination Date: December 31, 2006**

#### **E. Health Insurance Programs and Funding** (2005 Petition AC 01, Journal page 350)

It is requested of the Annual Conference that the recommendations of the Conference Board of Pension and Health Benefits concerning the health insurance plan and health insurance funding for 2006 be approved.

#### **Section I – Health Insurance Provider and Participation**

1. The Conference will provide the HealthFlex health insurance plan in 2006.

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2. The anniversary date will be January 1.
3. Eligibility will be established by the General Board of Pensions and Health Benefits, HealthFlex, and the Conference Board of Pensions and Health Benefits.
4. All eligible retired clergy and spouses, surviving spouses, local pastors, active elders in the itinerant ministry and deacons serving a local church are encouraged to participate. Clergy must have been in the active plan for five consecutive years immediately prior to their retirement to be eligible for the retired plan. The spouse's eligibility is determined by the participant, however, the spouse of a retiree who did not participate in the plan for five consecutive years prior to reaching Medicare eligible age will not receive the financial benefit as outlined in Section II below.
5. This plan may also be available to clergy appointed beyond the local church, diaconal ministers, and full time lay employees of the Rocky Mountain Annual Conference and local churches, but may require the participation of the employing agency as plan sponsor and subject to eligibility rules as established by the General Board of Pensions and Health Benefits and HealthFlex.

### Section II - Participation and Costs

1. Every charge in the conference will be apportioned and then billed monthly for the insurance cost for single coverage for every elder, deacons in full connection, local pastor, or probationary member appointed full time serving that charge. This rate will be a blended rate of all the plans selected by the Board and will include dental coverage. If the clergy chooses a more expensive plan, the charge will be billed at the higher rate. The payment for single coverage is mandatory for all charges even if the appointed clergy elects not to participate. There is no financial impact upon the conference for this coverage.
2. If the active clergy serving that charge wish to buy up to a more expensive plan and/or wish coverage for family members, the additional monthly costs will be billed to that charge, to be paid either by the clergy or the charge. There is no financial impact upon the conference for this coverage.
3. For retired elders, deacons, local pastors and probationary members, spouses and surviving spouses of Medicare age, the conference will pay 75% of the premium cost for the Medicare HMO or Supplement coverage. If the participant is eligible for a Medicare HMO but decides to buy up to a Supplement Plan, the participant will pay the full amount minus the conference's Medicare HMO contribution. The health insurance premium for the retired includes dental insurance if such coverage is included in the plan selected by the Conference Board. For those retiring after December 31, 2003, the clergy must have served for a minimum of ten (10) years of service or more to qualify for the 75% conference support.
4. For those retirees eligible to receive pensions, but not yet of Medicare age, the conference will pay 25% of the cost of the base plan with 20 years of service and 50% of the cost of the base plan with 35 or more years of service. Clergy retiring under the 20-year rule and not receiving pension benefits yet from the General Board of Pension and Health Benefits shall be eligible to remain in the conference health insurance program but shall not receive any conference funding until they are of Medicare age. The spouse's eligibility is determined by the participant, however, the spouse of a retiree who did not participate in the plan for five consecutive years prior to retirement will not receive the financial benefit. The cost to the conference

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(paragraphs C and D – all retirees’ HealthFlex funding support) for the year is estimated to be \$1,170,500.

5. For the purpose of this petition, “years of service” shall be defined as years since original ordination/commissioning/licensing (if after 1981) or granting of pension credit (if ordained prior to 1982). Years of leave of absence or honorable location shall not be considered as “years of service.”
6. The conference does not pay any of the cost of lay retirees’ health insurance except in the case of employees of the annual conference, in which case they are treated the same as retired clergy, with no benefit for the spouse. The benefit is to be paid by the employing agency.
7. Health insurance for clergy (and their dependants) appointed to Incapacity Leave and receiving disability benefits from the General Board of Pension and Health Benefits will be provided through the selected provider and paid 100% by the conference. If the clergy wants coverage different than the basic coverage in their area, the increased cost (buy up) will be paid by the clergy. The cost to the conference is estimated to be \$161,000.

### Section III - Administration and Clarification

1. The conference, working with HealthFlex, will process enrollments, collect premiums, reconcile funds and help to coordinate the plan.
2. The 2006 insurance rates and the retirees’ rates will be established in the fall of 2005 by the Conference Board of Pensions and Health Benefits after receipt of new premium rate information from HealthFlex.

**Effective Date: January 1, 2006**

**Termination Date: December 31, 2006**

#### **F. 2005-2006 Health as Wholeness in Mission Initiative** (2005 Petition AC10, Journal page 364)

Whereas, we believe that our Covenant community deserves leaders, who are vitally aware of the importance of their health (mental, physical, and spiritual), and

Whereas, we are serious about maintaining bodies fit for faithfulness in service to God;

Let it be declared that an incentive program shall be continued by the Conference Board of Pensions and Health Benefits to encourage eligible full time both lay and clergy participants (active, retired, enrolled spouses & enrolled children over 18 years of age) in HealthFlex. This initiative aims for persons to take greater personal responsibility for their health by completing 3 meaningful steps toward better health stewardship.

These 3 simple steps include:

1. An annual Wellness exam (as provided for in HealthFlex).
2. A Blood Screening (Chem Screen & Lipid Profile, etc.)
3. Completion of the On-line Health Risk Assessment (HRA) accessed at [www.gbophb.org](http://www.gbophb.org).

Our goal is 100% participation of all eligible persons. Following submission of appropriate proof of completion documentation (to be determined by the Annual Conference Board of Pensions and Health Benefits) the Board shall pay \$150 to the HealthFlex participant and each eligible dependant for completion of these steps toward

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wellness. For those who received their reward last year, the above steps must be completed anew (after July 1, 2005) to receive this year's cash incentive.

Furthermore, the Conference Board of Pension and Health Benefits study the issue of extending this benefit to less than full time clergy and lay employees, and the Board report their findings to the 2006 Annual Conference.

**Effective Date: July 1, 2005**

**Termination Date: June 30, 2006**

### VI. Property Matters

#### A. Loan Guarantee Policy of the Trustees of the Rocky Mountain Conference (source-2000 A/C Trustees Report)

It is the policy of the Board of Trustees of this Conference, upon request, to provide a loan guarantee on behalf of Conference entities as they strive to further the mission and ministry of the Rocky Mountain Conference of the United Methodist Church. Continuous changes in our conference ministry needs preclude a final and complete procedure for such loan guarantees, but certain guidelines have been established by the Trustees of the Conference.

1. Loan guarantees are provided only for loans that are taken out in accordance with all provisions of the Book of Discipline. This includes proper sequence of contacts with the District Superintendent and the District Committee on Building and Location.
2. At no time can the value of all loans guaranteed by the Conference Board of Trustees exceed three-fourths of the net worth of the Annual Conference as reported in the annual Treasurer's Report and published in the Journal.
3. The criteria for evaluation of all loan guarantee requests shall be set, and reviewed periodically, by the Conference Board of Trustees. Review of loan information may be necessary, and support from outside institutions (such as the Foundation of the Rocky Mountain Conference) in evaluating loan requests may be utilized.
4. Terms of loans cannot exceed fifteen (15) years.
5. When considering a loan guarantee request by a church or other Conference entity, the Board of Trustees will give priority in the following order: new church or worship facility, new church ground, church relocation, church or facility addition or other capital expenditures.
6. Further indebtedness by the indebted church will not be allowed unless approved by the Conference Board of Trustees.
7. Loan Guarantee Application Process
  - a. Sources of funds to be considered should be: The United Methodist Development Fund (UMDF), The Rocky Mountain Conference Foundation, local bank(s) and other local churches.
  - b. If the lending institution requests a Conference guarantee (or if such a request is anticipated), contact should be made promptly with the Chair of the Board of Trustees, the appropriate District Superintendent and the Director of New Ministries.

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- c. The Director of New Ministries and/or the District Superintendent will bring a recommendation to a meeting of the Board of Trustees where a quorum is present and voting.
  - d. The overall ministry health of the requesting church will be reviewed by looking into the recent history of apportionment support and the tenure of the clergy leadership at that specific church.
  - e. Paragraph 2543 of the 1996 Book of Discipline requires certification by an Applicant that it will have on hand (or committed to it) sufficient funds to ensure payment of all project costs at the time of completion. Project costs include, but are not limited to: architectural, construction, legal costs, costs of furnishings, required bonds and permits, utility connection fees and other related costs.
  - f. Escrow funds will be deposited with the Conference Treasurer. For new ministries, a total of three months escrowed funds may be required. For established, chartered churches, a total of six months escrowed funds may be required.
  - g. The Applicant shall supply annually, or upon written request, to the Conference Treasurer, financial records of the church acceptable to the Conference Treasurer, for the purposes of evaluating the financial status of the Applicant during the term of the guarantee.
  - h. When the balance of the loan is not in excess of a level that Applicant's lender considers a safe borrowing level for the Applicant and not requiring a guarantee, the Applicant agrees to cooperate with the Conference should the Conference request a release from its guarantee.
8. Legal Requirements

In making an application to the Trustees for a loan guarantee on behalf of the Rocky Mountain Conference of the United Methodist Church ("the Conference"), the following legal requirements shall be met by the applicant:

- a. Copies of the Loan Application, Loan Agreement, Note, Deed of Trust, proposed Loan Guarantee, and any other loan documents required of the Applicant by the lending institution for the proposed loan, shall be delivered to the Conference Chancellor for review.
- b. A copy of the mortgagee's title insurance commitment proposing to insure the lender to the Applicant has applied, must be submitted to the Conference Chancellor for review.
- c. The title to the property must be vested in the Applicant in accordance with the laws of the State where the Applicant is situated.
- d. The Deed under which title is held must contain the Trust Clause as set forth in The Book of Discipline of the United Methodist Church.

An original hazard insurance policy is required, with an extended coverage endorsement naming the Conference as an additional insured and in an amount equal to the full insurable replacement value of the improvements on the premises.

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### **B. Historical Landmark Designation Recommendation of the Trustees of the Rocky Mountain Conference** (Source- 2000 Annual Conference Trustees Report)

Paragraph 2512.7 of the 2000 Book of Discipline directs Annual Conferences to develop a policy for response to actions by governmental bodies seeking to designate church property as historical, cultural or architectural landmarks. That paragraph reads:

"The board shall develop a policy for an Annual Conference, on behalf of any local church, church related agency, or district or Annual Conference Board of Trustees located within the bounds of the Annual Conference, to any governmental effort to designate a property held in trust for the benefit of The United Methodist Church (Paragraph 2503) by any such Board of Trustees as a cultural, historical, or architectural landmark."

Landmark designation was initiated for the purpose of preserving and protecting those places that shaped our past and form a vital part of our future. Landmark designation sounds prestigious. It is important to weigh the advantages over the disadvantages, however, before making the decision to apply for historic designation of church property.

One advantage is that it may allow a church surrounded by commercial properties to stave off encroachment by developers. Another advantage is that it might possibly attract the interest of new parishioners, increasing the church's membership and resources. Finally, official landmark status may result in public funds being available for church repairs and restoration efforts.

The above advantages may not be enough to outweigh the limitations that landmark status imposes on a religious property occupant. That status may impose significant controls and financial burdens on the occupants of the property.

For example, once a location receives a landmark designation, then approval must be sought of a government body for any changes that will effect the exterior (and sometimes interior) of the historic property. The site may be sold, but the restrictions placed on alternations to the site tend to reduce property value dramatically.

Landmark status could be a virtual curse for a religious organization. Congregations today may be smaller due to neighborhood changes resulting in dwindling attendance. The high cost of living has made it impossible for many people to devote as great a portion of their income to the church. The restrictions placed on a religious organization may lead to serious economic hardship.

For example, if a local church decides that it can no longer afford the upkeep on its old, expensive stained glass windows and wants to replace them with contemporary glass, the government body in charge of approving such changes may deny that request. If a local church decides to build an addition onto a historic sanctuary, the governmental unit in charge of approving such an addition may again say "no", or may impose significant financial burdens on the church before approving the changes. If the church decides to tear down an old shack that is just an eyesore on its property, again the governmental body may say "no" if the property is designated an historic landmark.

The designation also can affect changes to the heating or cooling system of a large sanctuary. Attempts to make the church comply with disability provisions to allow for handicapped access may be more complicated because of restrictions on changes to the structure.

Landmark designation prevents those entrusted with the property from certain activities such as demolition or unsympathetic activities to historic property. Consequently, the

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Rocky Mountain Conference Board of Trustees advises that leaders of local churches exercise extreme caution before committing church property to entanglements and restrictions that could not be reversed by future generations.

### C. Relocation of Conference Offices (2005 Petition AC 22, Journal page 373)

The Trustees of the Rocky Mountain Annual Conference are authorized to sell the property at 2200 S. University Blvd. (the current conference office location) and use the proceeds to purchase another building in the Denver metropolitan area for the conference offices provided that:

There will be no additional direct cost to the conference.

New office space will fulfill our needs for:

- Equity Preservation
- Convenient Location
- Full ADA Accessibility
- Affordable Cost
- Sufficient Office and Meeting Space
- Cost-Effective Maintenance
- Adequate Parking

Also, the Trustees Chair and Secretary are authorized to execute any and all documents necessary for these transactions.

## VII. Other Policy Matters

Editor's Note: Section VII will be completed in future editions of the Conference Journal.

### SECTION 3: ONGOING POLICIES AND PROCEDURES

#### A. Recognizing Clergy Entering Retired Relationship (Source-2003 petition AC -20)

1. At the Annual Conference Session at which a clergy person takes the retired relationship, one of the ways of celebrating this new transition shall be to recognize those clergy persons at the reading of the appointment.
2. This recognition shall be done by districts for both pastors serving congregations and those serving in extension ministries.

**Effective Date: July 1, 2003**

**Termination Date: Permanent**

#### B. Structure of Older Adult Council (Source -2003 petition AC 32)

1. That the following structure for the Older Adult Council at the Conference level be approved:
  - a. **Purpose** – The Older Adult Council shall serve as an advocate for older adult concerns and issues and shall support ministries by, with, and for older adults in the districts and local churches.
  - b. **Membership** – The council shall be made up of twelve members – one from each district and six at large. The members will serve three years and will be on a rotating term of office. They may serve for an additional three-year term but cannot serve more than six consecutive years. Those serving shall be men and women in good standing in The United Methodist Church, older and younger

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adults, members of racial and ethnic minority groups, laity and clergy, and persons from large and small churches. A chairperson, secretary and any other officers deemed necessary will be selected from within the council.

- c. **Meetings** – The council will meet a minimum of two times during the year.
- d. **Responsibilities:**
  - 1) Assist local churches in the identification of the needs, concerns and potential contributions of older adults. Sponsor training opportunities that will assist local churches in planning a comprehensive ministry by, with, and for older adults.
  - 2) Develop and distribute resources that will under gird local church older adult ministries.
  - 3) Advocate the development and implementation and policies that will make the local church “older adult” friendly. This would include policies making church buildings and grounds architecturally accessible and safe for older adults.
  - 4) Encourage cooperative older adult programs among local churches, other faith groups and community agencies.
  - 5) Establish other responsibilities as determined by the council.

**Effective Date: January 1, 2004**

**Termination Date: Permanent**

### **C. Special Relationship and Covenant with the Annual Conference of the United Methodist in the Democratic Republic of Angola** (Source -2003 petition AC 34)

- 1. That a new Rocky Mountain Conference Angola Advocates program be established through the Conference Board of Global Ministries in cooperation with the Africa Partnership Committee and the Board of Laity for the years 2003-2008;
- 2. That a Steering Committee be formed to design and guide this program considering the following possibilities:
- 3. Church to church covenants would be developed involving prayer partnerships and support of pastors.
- 4. The two bishops from Angola would be invited to speak at the 2004 session of the Rocky Mountain Conference
- 5. United Methodist Volunteers in Mission (UMVIM) teams would be recruited to visit Angola
- 6. Members of the United Methodist Church in Angola would visit the Rocky Mountain Conference
- 7. Projects would be selected for funding
- 8. That funding for United Methodist projects in both the East and West Conferences be raised through the “Bridges of Love” program planned as an Advance Special by the Board of Lay Ministry and other giving initiatives of local churches.

**Effective Date: July 1, 2003**

**Termination Date: December 31, 2008**

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### **D. Nominating Committee** (Source - 1986 Petition #201)

The Conference Nominating Committee shall be accountable directly to the Annual Conference.

### **E. Personnel Policies and Practices Committee** (Source - 1993 Petition #103)

The purpose of the Rocky Mountain Personnel Policies and Practices Committee is to adopt, monitor and revise personnel policies and practices for conference staff and volunteers. It shall be in consultation with District Superintendents, Director of Support Services and Director of Mission & Ministry. A report shall be given to the Bishop annually.

### **F. Conference Church Ethics and Sexual Misconduct Prevention Training** (Source - 1999 Petition #AC07)

Every (pastor) active clergy person must attend an updated Conference Church Ethics and Sexual Misconduct Prevention Training at least once every four years. It is strongly recommended that every church employee, laity in leadership roles, and retired clergy also attend a Conference Ethics and Sexual Misconduct Training at least once every four years.

### **G. New Ministries Development** (Source - 2005 Petition AC13, Journal Page 367)

The clergy and laity members of the Rocky Mountain Conference of the United Methodist Church are committed to:

1. Challenging each church in the Rocky Mountain Conference to emphasize new ministries development at least two Sundays during the year and prior to the 2006 Annual Conference; and
2. Challenging each church of the Rocky Mountain Conference to have at least one Special offering prior to the 2006 Annual Conference for contributions to the New Ministries Development Fund in the Rocky Mountain Conference; and
3. Recommending that the theme of Churches Building Churches be selected for the 2006 Annual Conference and that all Committees and Work Areas consider ways to identify and develop new ministries in the Rocky Mountain Conference.

**Effective Date: July 1, 2005**

**Termination Date: July 1, 2006**

### **H. Building Projects and Religious Values** (2005 Petition AC19, Journal page 371)

The Rocky Mountain Conference of the United Methodist Church encourages all United Methodist congregations and church-owned facilities in the conference to make use of the following set of values and ethical questions when considering building contractors for the construction, expansion, and/or renovation of their buildings.

1. VALUES of the Conference in relation to Building Projects:
  - a. \*All workers should be treated with respect and dignity.
  - b. Workers should be paid fair wages that can sustain families.
  - c. \*When a business flourishes, its workers should share in the economic benefits.
  - d. \*Companies should strive to provide family health insurance and contribute to a pension program.

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- e. Companies should respect workers' right to organize a union in the workplace without fear of harassment or firing.
  - f. Companies should not discriminate in hiring, wages, or promotion based on race, gender, or ethnicity.
2. ETHICAL Questions to ask building contractors:
- a. What wages are your workers paid per hour? How does this compare with the prevailing wage in the industry?
  - b. Do you provide affordable health care for your employees and their families?
  - c. Do you make an employer contribution to a union pension fund or another pension fund?
  - d. Do you respect workers' right to organize and have a voice on the job?
  - e. Are your employees provided with professional training through a Department of Labor-accredited apprenticeship program?
  - f. What is the health and safety record for your workers? How does it compare with the average industry record? What safety precautions will your workers use on this job?
  - g. Do you hire and train women and people of color?
  - h. Has your company ever been charged with an unfair labor practice? If so, what was the outcome?
  - i. Can you provide proof of workers' compensation and general liability insurance?
  - j. Are your workers classified as employees and not as independent contractors? (Some unethical contractors illegally classify workers as "independent contractors" as a means of avoiding paying taxes and insurance on employees.)

**Effective July 1, 2005**

**Termination June 30, 2006**